



江苏中天科技股份有限公司

耐热导线工厂

社会责任管理体系

手册、程序与制度汇编

Compilation of Social Responsibility Management System Manuals,
Procedures, and Policies

编号：ZTTHRC-SR010203



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江苏中天科技股份有限公司耐热导线工厂

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory

内部公开文件

社会责任管理手册

Social Responsibility Management Manual

ZTTHRC-SR01-ZJB-001

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目 录

序号	名称
第一章	批准页
第二章	任命书
第三章	工厂概况
第四章	手册的管理
第五章	目的和适用范围
第六章	定义
第七章	总要求
第八章	童工及未成年工
第九章	强迫劳动
第十章	健康与安全
第十一章	结社自由及集体谈判
第十二章	禁止歧视、骚扰、虐待
第十三章	惩戒性措施
第十四章	工作时间
第十五章	工资报酬
第十六章	维生工资管理
第十七章	社会责任政策
第十八章	社会绩效团队
第十九章	风险识别和评估
第二十章	监督
第二十一章	内外部沟通和参与
第二十二章	投诉处理
第二十三章	纠正和预防措施
第二十四章	培训控制
第二十五章	供应商和分包商管理
第二十六章	法律法规及其要求
第二十七章	目标指标和管理方案
第二十八章	应急准备及响应
第二十九章	文件、记录控制
第三十章	内部审核
第三十一章	管理评审
附录	
附录 1	组织机构图
附录 2	健康安全委员会组建文件

第一章 批准页及声明

随着经济全球化的深入发展，特别是近二十年来，许多跨国工厂已经到劳动力成本较低的发展中国家和地区，建立起“全球采购，全球销售”的经营模式，从而大大降低了成本、获得了巨大的发展。但随着经济的发展，也产生了很多的劳工问题。因此欧美发达国家越来越关心他们的产品是否是藉由童工或强迫性劳动等而生产的，也呼吁全球应积极关注劳工问题。

本工厂作为一家在江苏地区生产架空导线的企业，也收到来自许多客户的要求，许多客户先后都来厂实地检查，提出了一些宝贵的意见和建议。为了确保工厂持续符合国际劳工标准和本地劳动法规，确保工厂的全球竞争力，提高本工厂的社会责任绩效表现、提高员工的劳动条件并能符合顾客提出的要求，本工厂决定贯彻 SA8000:2014 标准。

本工厂参考 SA8000:2014 的讲解及指南，通过一段时间的努力成功建立起社会责任管理体系，编制了管理手册、程序文件、制度文件等。本手册由管理者代表负责组织人员编写、校对，经审核符合 SA8000:2014 标准的相关要求，是本工厂各部门提升社会责任绩效表现的指南。

经审定，本手册从批准之日起，全工厂应当严格按照手册所规定的内容执行，并告知员工工厂正在实施 SA8000:2014 标准，工厂全体员工必须理解工厂的社会责任政策，以促使本工厂社会责任管理工作得到持续改进与发展。工厂愿意和所有利益相关方进行对话的意愿，包括员工、客户、供应商、下级供应商、非政府机构及当地和国家政府机构等，以确认符合 SA8000:2014 标准。

随着经济的不断发展，有关社会责任的法律法规及相关标准的不断改进，国际、国内市场的不断变化，本工厂将保持对社会责任管理手册的不断修改完善，从而促进工厂社会责任管理体系的持续改进，促进我工厂事业的蓬勃发展。

本社会责任管理手册公示于江苏中天科技股份有限公司官网(公司官网地址：<https://www.ztt.cn/socialResponsibility/149.html>)，以供工厂各利益相关方自由获取。

批准人：陆伟

日期：2025.2.18

第二章 管理者代表任命书

为确保本工厂社会责任管理体系的有效运行和持续改进、促进本版手册得到贯彻执行，经工厂高层领导研究决定，现任命徐亚琴为耐热导线工厂管理者代表，并授权以下职责和权限：

- a. 确保工厂社会责任管理体系的过程得到建立、实施和保持；
- b. 向最高管理者报告社会责任管理体系的运行情况以及内部审核情况，包括改进的需求；
- c. 在本工厂范围内确保员工社会责任意识得到提高，以满足工作的要求；
- d. 就社会责任管理体系第二、三方审核等有关事宜，负责对外沟通与联络。
- e. 对工厂的社会责任相关事务负责；
- f. 负责工厂社会责任管理体系的策划、检查与监督等工作。

总经理：陆伟

日期：2025.2.18

为确保本工厂社会责任管理体系的有效运行和持续改进、促进健康与安全相关的议题得到完善管控与针对性解决，经工厂高层领导研究决定，现任命徐亚琴为耐热导线工厂健康安全代表，并授权以下职责和权限：

- a. 确保工厂健康安全管理过程得到建立、实施和保持；
- b. 向最高管理者报告工厂健康与安全的情况以及内部审核情况，包括改进的需求；
- c. 在本工厂范围内确保员工健康与安全意识得到提高，以满足工作的要求；
- d. 就健康、安全的第二、三方审核等有关事宜，负责对外沟通与联络。
- e. 对工厂的健康与安全相关事务负责；
- f. 负责工厂健康与安全管理的策划、检查与监督等工作。

总经理：



日期：2025.2.18

第三章 工厂简介

中天科技 1992 年起步于光纤通信，2002 年迈入智能电网，2011 年布局新能源，2020 年海缆分拆准备上市，现已发展成为顺应“清洁低碳”新经济秩序的绿色科技集团，争当“双碳”超长赛道主力军。

中天科技被誉为“特种光纤光缆第一股”。现已成为涉足通信、电网、海洋、新能源、新材料等多元产业的国家创新示范企业，跻身中国企业 500 强，是中国工业大奖和全国质量奖获得单位、金牌上市工厂、国家认定企业技术中心、江苏省优秀民营企业，南通市最大的先进制造企业和纳税大户。

导线工厂为中天科技旗下生产工厂，专业从事架空导线的研究、开发、生产，秉承 70 年精湛生产工艺，坚持“数字电网”理念，与中国科学研究院、上海电缆研究所、上海交通大学等科研院所展开战略合作。现如今已经形成节能、增容、耐候三大类主营架空导线产品，年产量已超过 12 万吨，年产值超过 25 亿元，积极参与特高压电网和智能电网建设。

坚持创新驱动理念，参与研发、生产制备了国内第一条特高压线路用大跨越导线，打破了国外垄断。迄今为止，已申请获得架空导线产品专利 95 件；参与制定 29 项架空导线标准。每年均推出新产品，目前累计共有 28 项产品通过中国电力企业联合会技术鉴定，特强钢芯高强度铝合金绞线等多项产品综合性能达到国际领先水平，铝合金芯高导电率铝绞线等多种产品入选国家电网新产品、新技术目录，“高性能铝合金架空导线材料与应用”项目获得 2018 年“国家技术发明二等奖”。

经过多年的发展，已成为国内架空输电导线制造领域的龙头标杆，产品广泛应用于国网、南网重点工程，得益于改革开放和“一带一路”倡议，产品远销 100 多个亚非拉及欧洲等地的国家和地区，在海外累计运行超过数十万公里。

工厂地址：江苏省如东县河口镇河口村中天路 1 号

邮编：226463

联系电话：0513-84881185

传真：0513-84888044

第四章 手册的管理

1、手册的编制、批准和修改

1.1 手册由管理者代表组织运营监管组及其他相关部门负责人进行编制，由管理者代表审核，经总经理批准后发布。

1.2 手册需经过定期审查，以确认内容是否适宜完整，且当发生下列情况时手册需额外进行修改：

- a. 引用的标准和法规换版时；
- b. 工厂产品、组织机构变动，质量职能的分配需调整时；
- c. 手册在执行中遇到问题或内部审核、管理评审提出了改进要求时。

1.3 手册的修改采用换页方式进行，并在修改一览表中记录，修改码根据修改次数递增。

1.4 手册的解释权属管理者代表。

2、手册的发放和管理

2.1 手册分为“受控本”和“非受控本”两种。“受控本”发放给工厂各部门和管理人员，同时还发放给第三方审核机构，手册有任何修改时均应作相应更改；“非受控本”只供人员参考，手册修改时不作相应更改。

2.2 手册由总经办运营监管组负责发放、登记和管理。

2.3 手册持有者须妥善保管手册，并严格执行手册的管理制度，不得遗失和外借。

3、手册的换版

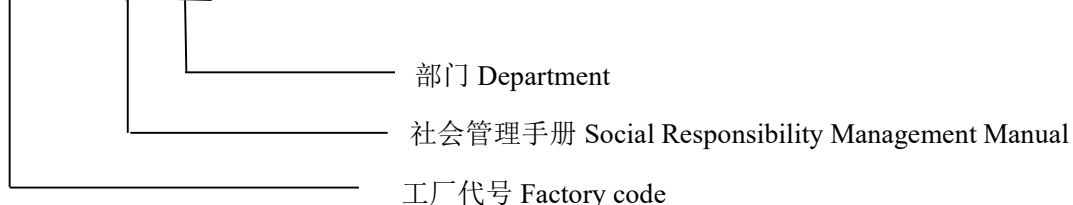
3.1 手册以 A、B、C、D····· 顺序编号为版本号，手册的换版根据需要进行。

3.2 手册在换版时，总经办运营监管组负责收回旧版本，并发放新版本。

3.3 各版本手册应保留一套作为存档。

3.4 手册的编号说明：

ZTTHRC-SR01-ZJB-001



第五章 目的和适用范围

本手册依据 SA8000: 2014 标准和中国劳动法律法规与地方规章政策, 结合本工厂的实际情况编写而成。本手册规定了工厂在社会责任方面的政策、原则与目标。

本手册作为工厂履行社会责任、维持良好的劳资关系、改善工作条件和持续改善员工工资福利待遇的基础, 工厂将定期安排内部审核和管理评审, 必要时及时采取有效的补救和纠正行动, 以确保工厂经营活动始终符合国际劳工标准和国家法律法规。

本手册适用于工厂所有涉及社会责任方面的活动, 包括禁止童工和保护未成年工、禁止强迫性劳动、安全卫生、结社自由和集体谈判权利、禁止歧视、禁止不当的惩罚性措施、工作时间、工资报酬和福利等议题。

本手册适用于本工厂管辖范围内的社会责任管理体系覆盖的所有范围。

第六章 定义

- 1、集体谈判协议：组织与一组（一个或一个以上）工人组织就工作条件签订的合同。
 - 2、供货商/分包商的定义：任何直接提供货物或服务给工厂的组织或个人，它所提供的货物或服务构成工厂生产的货物或服务的一部分，或被利用来生产工厂的货物或服务。
 - 3、纠正措施定义：消除不合格的根本原因采取的措施。
 - 4、预防措施定义：消除潜在不合格的根本原因采取的措施。
 - 5、利益相关方定义：关心工厂社会行为或受此影响的个人或团体，包括但不限于组织，工会，工人，工人组织，供应商，承包商，买家，消费者，投资者，政府，媒体和地方和国家政府官员。
 - 6、强迫和强制劳动定义：个人在任何非自愿性、受惩处或报复的威胁下工作或服务，或作为偿债方法的工作或服务。
 - 7、救济儿童定义：为保障曾从事童工、随后被遣散儿童之安全、健康、教育和发展而采取的所有必要的支援及行动。
 - 8、家庭员工定义：与工厂、供应商、下级供应商或分包方签有合约，但不在其场所工作的人员。
 - 9、SA8000:2014 员工代表：由员工选举的或由工会任命，就 SA8000:2014 相关事宜与管理层进行沟通的非管理层人员。
 - 10、儿童的定义：任何十六周岁以下的人。
 - 11、未成年工的定义：任何超过上述定义的儿童年龄，但不满十八岁的员工。
 - 12、童工的定义：任何属于上述儿童定义的人所从事的劳动。
 - 13、贩卖人口定义：基于剥削的目的，通过使用威胁、武力，其他形式的强迫或欺骗进行人员的雇用、调动、窝藏或接收。
- 其他定义参考 SA8000：2014 标准。

第七章 总要求

- 1、依据 SA8000：2014 标准的要求，建立并保持社会责任管理体系。
- 2、本体系是建立在一个由“策划、实施、检查、评审”等环节构成的动态循环过程的基础上，能够自我改善的结构化机制，因此能确保：
 - a. 制定适宜的社会责任政策；
 - b. 识别工厂一切活动或服务中的社会责任因素、危险源，并评估出重大的因素；
 - c. 通过一定的途径搜集并确定企业适用的劳动法律、法规及其他要求；
 - d. 针对重大社会责任因素和危险源，确定优先项，制定适当的目标和指标；
 - e. 制定管理方案，划分机构并明确其职责，实施、运行社会责任管理体系，从而实现社会责任目标和指标；
 - f. 开展运行控制包括童工救济、禁止童工和保护未成年工、禁止强迫性劳动、安全卫生、结社自由和集体谈判权利、禁止歧视、禁止不当的惩罚性措施、工作时间、工资报酬和福利等。；
 - g. 检查、纠正与审核活动，以确保社会责任管理体系得以运行，社会责任政策得以遵循；
 - h. 由工厂最高管理者定期组织进行管理评审，对社会责任管理体系要素进行评审与必要的修订，保证社会责任管理体系的持续适用性。
- 3、工厂领导层应为社会责任管理体系的运行提供资源，包括人力资源、所需资金、必要设备设施等。
- 4、工厂应规定各部门在社会责任体系中应承担的职责权限。

第八章 童工和未成年工

1、总则

工厂严格遵循国际劳工人权有关的公约宣言以及国家劳工人权相关的法律标准，严格禁止雇佣童工，并按照规定的要求履行未成年工雇佣手续并妥善安排未成年工进行，建立并维持防止雇佣童工和妥善管理未成年工的程序。

2、职责

人力资源部负责建立并维持禁止使用童工，保护未成年工及相应补救的程序和制度。

3、具体承诺

3.1 绝对禁止使用童工，坚决反对任何使用童工的行为，不接受任何使用童工或未妥善管理未成年工的供应商/分包商以及下级供应商。

3.2 招工采取有效方法鉴别工人的真实年龄，确保工人入职时至少达到 16 周岁，防止因工人提供虚假年龄档案而误招童工。

3.3 建立并保持完整的工人人事档案，包括入职日期、出生日期、教育经历、工作经历、家庭地址及紧急联络办法等，留存员工的身份证复印件。

3.4 建立和维持救济童工的程序，一旦发现童工，立即停止其工作，指定专人安排身体健康检查，查清原因，并通知当地劳动部门；如果该童工身体健康，工厂负责其全部教育费用，直到 16 周岁；如需要治疗，则工厂应负担全部费用直到痊愈；必要时，工厂提供适当的经济资助和其他资源，确保该童工完成法定义务教育。

3.5 根据国家法规要求，向有关部门办理未成年工登记、持证上岗，上报审核体检情况和拟安排的劳动范围，建立未成年工档案，安排上岗前和每年定期体检，不得安排未成年工从事任何可能危害身体健康和安全的工作。

3.6 建立和维持未成年工教育的要求，不可安排他们在上课时间工作，并保证每日上课、工作及交通时间总和不超过 10 小时，每天工作时间不能超过 8 小时，并且不安排夜间的工作。无论工作地点内外，工厂不得将未成年员工置于对他们的身心健康和发展不安全或危险的环境中。

4、相关文件

4.1 《童工控制与补救程序》

4.2 《未成年工控制程序》

5、定量目标

5.1 童工雇佣数为 0

5.2 未成年工按法律规定办理手续的完成为 100%

内部公开文件

第九章 强制劳动

1、总则

工厂承诺遵守国际与中国有关强迫劳动的公约、法律、法规、规章、标准等，建立并维持工厂禁止强迫劳动的程序，确保工厂活动符合国家法规和 SA8000:2014 标准的要求，尊重员工的择业、离职自由，确保员工完全出于自愿而受雇用，并确保不会不合理地限制员工的行动自由。

2、职责

人力资源部负责制定并完善工厂禁止强迫/强制劳动的程序。

3、具体承诺

3.1 工厂尊重员工的自由权利，包括雇用自由、辞职自由、加班自由及行动自由等。

3.2 工厂禁止使用任何形式的强迫劳动，包括监狱劳动、奴役劳动及抵债劳动等，且不接受任何涉及强迫劳动行为的供应商/分包商以及下级供应商。

3.3 工厂禁止采用任何限制劳动自由的行为，如扣押身份证件、收取押金或抵押物、使员工承担雇佣成本、扣押员工工资福利、不合理地使用监视或监听器、强迫搜身、限制员工出入工厂和强迫员工加班等。

3.4 工厂与员工签署正式的书面劳动合同，一式两份，其中一份交由员工保管，并保证不通过招收纯劳务合同的员工或连续的短期合约及/或虚假的学徒工制度以规避涉及劳动和社会保障条例的适用法律所规定的对员工应尽的义务。

3.5 员工可以在完成标准的工作时间后自由离开工作场所而不受限制。

3.6 符合法律规定的条件下，员工提前一个月提出辞职申请后可自由离职，特殊地，在符合法律规定的情形下员工可以单方面即时解除劳动合同。

3.6 工厂保证不对员工进行身体伤害或进行其他任何形式的强制性劳动，不贩卖人口或通过威胁、武力、胁迫、绑架、欺诈等任何其他方式剥削工人。

3.7 本要求也适用于劳务派遣（如有）的行为，工厂应确保员工不需缴纳任何费用获得录用。

4、相关文件

4.1 《反强迫劳动与补救程序》

4.2 《员工工时工资及加班管理规定办法》

4.3 《人力资源管理程序》



5、定量目标

强迫劳动事件发生次数为 0

内部公开文件

第十章 健康和安

1、总则

工厂建立并维持安全、职业健康和环境保护的程序和制度，提供安全、卫生、舒适的工作环境，致力于保护员工的生命安全、身体健康、心理健康以及压力预防，严格遵守安全、环境与职业健康相关的法律法规、政策规章、国家与行业标准以及 SA8000:2014 的要求。

2、职责

2.1 工厂健康安全委员会负责制定并推行工厂的健康安全管理计划，定期牵头对工厂进行健康安全相关的风险评估，确保员工的安全和健康；并召开例会确认工厂健康安全工作的重点。

2.2 安环部负责执行日常的安全、职业健康与环境管理工作。

3、具体承诺

3.1 工厂组建与任命健康安全委员会，健康安全委员会应至少包含职业健康安全高层代表、工人代表等，健康安全委员会应经过定期培训和再培训确保胜任致力于不断改善工作场所的健康安全条件。

3.2 确保工厂所有的车间、仓库、办公楼、宿舍等建筑物均符合国家与地方的标准，通过建筑质量、消防与环保验收。

3.3 按照有关规定及时进行三废排放检测、防雷设施检测、消防设施检测、饮用水检测。

3.4 为安全卫生管理配置相应的人力资源，确保人员资质符合，并规定各岗位的安全职责。

3.5 对工厂的运行现状进行评估，识别健康安全的危险源并评价出重大危险源，制定并落实管控措施。

3.6 不断提升设备本质化安全水平，并通过加装防护罩、行程开关等方式强化设备伤害防护。

3.7 持续优化车间工作环境，降低相关工序产生的粉尘、噪声等，努力为员工提供更舒适的工作环境，降低职业健康安全风险。

3.8 制定并完善安全操作规程以规范员工的操作，提升员工作业安全性。

3.9 指定职业健康安全代表、安全管理人员负责安全卫生工作，安排定期检查及检测，评估工厂活动的安全卫生状况，减少潜在的危险因素，预防意外事故。

3.10 安全管理人员应定期安排安全健康相关的培训，包括入职培训、在职培训、调岗培训等，培训内容需覆盖全面，确保员工理解掌握培训内容。

3.11 建立合适的安全检查制度和事故调查处理制度，鼓励员工积极报告事故和不安全因素，并留下记录。

3.12 为员工免费提供所需的个人防护用品（PPE），并定期为其更换，提供急救员和急救设施以对员工进行救护并负责后续的医疗。

3.13 提供基本的生活福利设施，包括休息场所、干净的卫生间、食物储存场所、更衣室、母婴室等，并确保提供充足的清洁饮用水。

3.14 由健康安全委员会牵头评估孕妇工作内外的风险，只安排对孕妇与胎儿健康无害的工作，采取措施降低其风险，并为怀孕员工安排相应的检查时间，女职员在怀孕期间不得解聘合同以降低孕妇的风险。

3.15 由健康安全委员会牵头评估各作业的人体工程的风险，制定并落实降低人体工程风险的相应措施。

3.16 工厂允许所有员工有权利离开即将发生的危险，即使未经工厂的准许。

4、相关文件

4.1 《人体工程学控制程序》

4.2 《新生妈妈和怀孕女工风险评估程序》

4.3 工厂的职业健康安全、环境管理体系文件

5、定量目标

5.1 死亡与重伤事故数为 0，千人轻伤事故率 \leq 2%

5.2 职业病发生次数为 0

5.3 识别出的重大安全隐患整改率 100%

5.4 专项健康安全检查执行率 100%

5.5 各岗位培训合格率 \geq 95%

第十一章 社会对话

1、总则

工厂尊重员工的结社自由与集体谈判权利，完善程序保障，避免干涉员工任何结社自由权和集体谈判权相关的活动；同时依托股份公司工会积极组织与参与工会活动，就劳动报酬、薪资福利、工作时间、休息休假、矛盾解决等事项，通过集体协商签订书面协议。

2、职责

人力资源部负责建立工厂保障员工结社自由和集体谈判权的程序，并负责处理工会相关事宜。

3、具体承诺

3.1 工厂尊重并不得干涉员工的结社自由和集体谈判权，员工有权自由组建、参加和组织工人组织，工厂在新员工入职时告知员工可自由选择加入此类组织，工厂不会以任何方式介入这种工人组织或集体谈判的建立、运行或管理。必要时，工厂会应员工要求提供适当的资源以协助员工达到这一目的。

3.2 工厂保障员工参与自主选举产生员工代表的自由，员工代表独立开展活动而不受到任何歧视或打击报复，员工代表可在工作地点与其所代表的员工保持接触。

3.3 工厂建立与员工代表定期对话沟通的机制，至少每季度安排一次与高层管理的对话会，必要时可以召开临时会议。

3.4 工厂建立并维持申诉和投诉程序，调查和处理员工的意见和投诉，并将调查与处理结果通报给员工代表。

3.5 工厂保障员工参与江苏中天科技股份有限公司工会活动的渠道与自由，确保工厂员工能正常充分地参与到股份公司工会的日常沟通、定期会议、文件审批、集体谈判等活动中去。

3.6 工厂严格遵守江苏中天科技股份有限公司与江苏中天科技股份有限公司工会谈判达成的集体协议内容。

4、相关文件

4.1 《结社自由及集体谈判权利》

4.2 工会管理相关文件

5、定量目标

实现与维持 100%的员工享受集体谈判协议的保障

第十二章 禁止歧视、骚扰、虐待

1、总则

工厂禁止一切歧视、骚扰、虐待的行为，并制定和维持相应程序，确保工厂活动符合法律法规和 SA8000:2014 标准的要求。

2、职责

人力资源部负责制定和推行工厂禁止歧视的政策，调查有关歧视方面的投诉并及时采取纠正行动。

3、具体承诺

3.1 工厂禁止一切形式的歧视行为，在面试、聘用、培训机会、工资报酬、工作分配、升迁、解聘、退休等同等工作问题上，禁止任何基于种族、民族、肤色、社会出身、所处阶层、地域、国籍、血统、宗教信仰、身体残疾、婚孕、性别、性取向、年龄、家庭责任、使用语言、婚姻状况、工会会员身份、政治立场等产生的歧视或者区别对待。

3.2 工厂禁止任何形式的歧视女工，特别是怀孕女工的行为，尤其禁止询问女性应聘者的怀孕情况，或在录用前要求女性应聘者接受怀孕检测或相应化验以及童贞测试等；且不能以强制节育作为录用或继续聘用的条件。

3.3 工厂保证不以不正确的医疗检查（如：艾滋病、乙肝两对半等）决定聘用。

3.4 工厂的招工原则是面向社会，公开招工，全面考核，择优录取，并签订劳动合同。

3.5 工厂坚持同工同酬原则，并确保员工在住宿条件、食堂餐食等福利方面也受到平等对待。

3.6 工厂禁止任何骚扰行为，尤其是上级经理或主管对下属员工利用职级权限进行任何骚扰和员工之间通过肢体接触、言语调戏、环境布置等方法进行性骚扰；严格禁止任何人利用生理优势以武力方式对其他员工进行骚扰，也禁止任何人以提供福利待遇、工作机会等进行利益交换而对其他员工进行骚扰；

3.7 工厂禁止对员工进行任何导致身体、精神或心理伤害的蓄意伤害、身体接触、口头威胁或言语诋毁等；管理人员不得以粗言秽语辱骂员工或对他们进辱骂、折磨、体罚等形式的虐待；

4、相关文件

4.1 《人力资源管理程序》

4.2 《内、外部申诉、举报沟通过程》

4.3 《反歧视、骚扰、虐待及补救程序》

4.4 《包容性与多元化促进程序》

5、定量目标

歧视、骚扰、虐待事件的发生次数为 0

内部公开文件

第十三章 惩戒性措施

1、总则

工厂承诺严格遵守员工惩处相关的国际公约准则、国家法律法规以及社会责任标准，建立并维持合理的惩处措施政策，确保工厂执行的惩处符合国家法律法规和 SA8000:2014 标准的规定。

2、职责

管理部负责制定和执行工厂惩戒性措施政策，员工代表负责调查员工投诉并及时采取纠正行动。

3、具体承诺

3.1 工厂根据国家法规合理制定惩戒性措施，旨在警示、教育和帮助违反劳动纪律的员工积极改正。

3.2 工厂禁止任何的不当惩罚行为，包括体罚、恐吓、辱骂员工的行为以及经济性处罚。

3.3 工厂所有程序、制度有关罚则的规定应当征求员工代表和员工的意见。

3.4 工厂门卫仅负责维持工厂的正常秩序，保护工厂财产安全和工厂员工安全，不得打骂、强迫搜身或限制员工自由；有紧急事件应立即通知当地公安派出所。

3.5 工厂惩戒性措施包括口头教育、警告批评、记过、记大过和解除劳动合同，惩罚措施应书面通知拟接受惩戒的员工本人。决定惩罚时必须由没有利益冲突的人员查清事实，取得证据，经过讨论，征求所属部门和人力资源部甚至高层领导的意见，允许本人申辩。不得以粗暴、非人道的方式对待工人。

3.6 工厂建立投诉和申诉机制，工厂发现有不当惩罚行为，可以直接向员工代表，更高层经理甚至总经理投诉。

3.7 以上要求由相关人员负责按照《供应商 ESG 评估制度》对供应商、分包商和分供货商施加要求。工厂也不得使用有惩戒性措施不当的供应商和中介。

4、相关文件

4.1 《人力资源管理程序》

4.2 《惩戒性措施控制程序》

4.3 《日常管理奖惩制度》

4.4 《安全管理奖惩制度》

4.5 《质量管理奖惩制度》

4.6 《供应商 ESG 评估制度》

5、定量目标

因惩处产生的劳动纠纷≤1 起

内部公开文件

第十四章 工作时间

1、总则

工厂承诺遵守国家劳动法律法规、有关部委的规章制度、SA8000: 2014 标准、有关国际公约及来自客户的工时控制要求, 据此建立并维持合理的工作时间和休息制度的制度, 合理安排工厂的生产计划、保障员工法定休息时间, 促进员工实现工作与生活的平衡。

2、职责

- 2.1 人力资源部负责制定工厂工作和休息时间的程序;
- 2.2 人力资源部负责记录非一线人员的考勤、考核部负责记录一线人员的考勤;
- 2.3 部门负责人负责根据工厂工作和休息时间的制度规定制定具体的排产或排班计划, 合理安排员工的工作和休息时间。

3、具体承诺

- 3.1 工厂执行每天工作 8 小时, 每周工作 40 小时的标准工时制度。
- 3.2 工厂保证安排员工加班必须事先征得员工或员工代表的同意, 延长工作时间每天不得超过 1 小时, 特殊情况下每天不得超过 3 小时, 每周加班不得超过 12 小时, 每月加班不得超过 36 小时, 且员工每周至少能够得到一整天的休息。
- 3.3 国家规定的法定假日、年假必须安排休息, 如需要加班, 不得安排调休, 应支付国家规定的三倍加班工资。
- 3.4 严格禁止未成年工与孕妇加班, 禁止强迫员工加班。
- 3.5 严格执行考勤制度与打卡管理, 确保员工的上班时间、下班时间得到完整真实的记录。
- 3.6 如工厂与员工及其代表通过自由谈判达成集体协商协议, 工厂可以根据协议要求工人加班以满足短期业务需要, 但必须符合法律法规与标准的要求。

4、相关文件

- 4.1 《员工工时工资及加班管理规定办法》
- 4.2 《内、外部申诉、举报沟通程序》
- 4.3 《员工工时工资及加班管理规定办法》

5、定量目标

因工作时长与加班安排产生的劳动纠纷次数为 0

第十五章 工资报酬

1、总则

工厂承诺遵守国家与地方劳动法律法规所规定的正常工资和加班工资要求，并按照国家法律要求与员工签订劳动合同，为员工定期发放合理的工资福利，依法为员工缴纳社会保险，并确保员工正常工作的工资能够达到当地最低工资标准以及维生工资水平。

2、职责

2.1 人力资源部负责制定并实施工厂工资报酬和福利政策。

2.2 考核部负责核实并及时向员工发放工资报酬和其他福利。

3、具体承诺

3.1 工资分配原则：遵守法律，按劳分配，同工同酬，逐步提高。

3.2 员工入职时应与工厂签订劳动合同，明确工资标准和计算方法，员工应持有一份劳动合同。

3.3 工厂工资以现金形式支付，不得以实物或其他方式替代支付。

3.4 工厂工资支付每月 15 日定期发放一次，遇节假日或休息日则提前至最近的工作日发放，不得拖延迟滞。

3.5 工厂的工资支付发放给员工本人，不得代领，除非该员工有真实的由他人代为领取的书面授权。

3.6 除法律规定的情形外，严格禁止以纪律惩戒或任何其他原因为由扣留员工工资。

3.7 工厂必须列明员工每月的工资明细，让员工知晓并能够通过自行计算确认核对。

3.8 至少支付当地最低工资标准和当地维生工资的较高者，确保发放的工资足以满足员工的基本需要，并能额外提供一些可以随意支配的收入。

3.9 加班工资应根据劳动法的规定计算，工作日加班应至少支付本人工资 150% 的工资，休息日加班而没有安排补休的，应至少支付本人工资 200% 的工资，法定节假日加班不得以补休的方式补偿，应至少支付本人工资 300% 的工资。

3.10 员工根据劳动法享有对应期限的有薪年假，女工根据当地法规享有对应时间的产假。

3.11 工厂工资计算方法应保持相对固定且能为员工所了解清楚，工资标准或工资计算方法发生变化时，应书面通知员工并组织培训，员工可以随时咨询工资具体计算方法。

3.12 工资单应清楚列出工资的组成、工作时间等，有关记录应至少保存两年。

4、相关文件

4.1 《员工工时工资及加班管理规定办法》

4.2 《供应商 ESG 评估制度》

5、定量目标

工资发放及时率为 100%

内部公开文件

第十六章 维生工资管理

1、总则

工厂致力于持续为员工提供具有竞争力的薪酬与全面的福利，工厂承诺合理依据科学合理的方法与实际的当地生活成本水平计算本工厂适用的维生工资标准，并努力推动实现所有员工的正常薪资收入高于维生工资标准并持续性保持，确保所有员工能获得充足的劳动回报，以此保障员工的生活质量与工作幸福感。

2、职责

考核部负责进行公司维生工资的计算；并负责将员工的实际薪资水平与维生工资标准进行对比分析，以确认工厂薪资的实际状况，监督推动所有员工的薪资收入达到维生工资标准。

3、具体承诺

3.1 工厂定期更新维生工资的定量计算，通过当地家庭一般饮食、衣物、医疗、教育、交通等各开支项进行罗列汇总、并考虑为其留出一定余量以供自由支配，通过区域内典型家庭的成员数与经济收入成员数计算得出。各具体支出项的金额可参考 WageIndicator 在中国地区相应城市的调查与计算结果（网站：<https://wageindicator.org/zh-cn/>）；典型家庭的家庭人数与经济收入人数同样参照其调查的结果。

3.2 工厂的维生工资对比分析以一个成年人正常全职工作的月总工资计算，其所获取的加班费、奖金和津贴等等均不包括在计算范围之内。

3.3 工厂致力于推动给员工支付的正常工资尽可能达到计算出的生活工资水平；并且通过对周期内员工最低的工资发放情况与生活工资水平进行对比确认，并编制分析报告，以确保目前与可预见的未来能够全面达成此要求。

3.4 工厂保证支付维生工资的持续性；在推动实现向所有员工支付的工资达到维生工资标准后，工厂将充分识别并采取措施应对未来的通货膨胀、经济下行等风险，确保未来持续保持员工工资的发放达到不断更新后的维生工资标准。

4、相关文件

4.1 《员工工时工资及加班管理规定办法》

4.2 《生活工资管理制度》

5、定量目标

到 2028 年，工厂所有员工中薪酬高于维生工资的员工的百分比为 100%

第十七章 社会责任政策

本工厂制定社会责任政策，告知全体员工工厂自愿选择遵守 SA8000 标准。工厂以中文张贴出来有效地传达给员工，并清楚地分享给客户、供应商、分包商和下级供应商。工厂社会责任政策如下：

社会责任政策

中天科技耐热导线工厂高度重视工厂的社会责任绩效表现，将符合社会责任标准与提升社会责任绩效作为工厂高质量发展的必由之路。

本工厂承诺遵守并符合 SA8000 标准的要求、国家劳动法律法规、国际公认的劳工标准及其他适用的行业标准和有关国际公约的规定、以及客户对社会责任的相关要求，持续改善工作条件和员工福利。

以下是工厂在社会责任方面的核心政策与承诺：

- 1、禁止雇佣童工，妥善照顾与支持未成年工，在误招时采取妥善的补救措施；
- 2、禁止强迫与强制性劳动，包括人口贩卖与奴役；招聘入职时不扣留员工的任何证件、不向员工收取任何形式的任何费用，不扣留其任何工资、福利、财产，员工在工厂范围内享有充分的人身自由，在完成标准工时后可随时离厂，且在合理通知期限后可自由终止劳动合同；
- 3、保护员工的身体健康，提供更安全的工作环境，消除与降低健康安全风险、持续改进内部工作条件；
- 4、尊重与保障员工的结社自由和集体谈判权利，工人可以自由独立地选举工人代表，所有员工不会因为建立、参加此类组织或组织、参与此类活动而受到任何不公正的对待，工厂积极与工人组织或代表开展沟通交流等活动；
- 5、努力消除各种类型的歧视，禁止各种形式的骚扰与虐待；推动促进内部的平等性与多元化；
- 6、维持合理的奖惩机制，杜绝体罚、精神或肉体胁迫以及语言羞辱等粗暴的惩罚方法；
- 7、遵守适用的法律法规、相关标准、国际公约的工作时间与公共假期的规定，确保员工加班均出于自愿；
- 8、及时足额支付满足当地维生工资和法定最低工资的薪资报酬，落实加班工资与各类补贴，确保员工明晰自身薪资计算且确认无误；

9、落实社会责任管理系统的相关要求，建立社会责任绩效团队，定期组织内部审计、管理评审，畅通沟通渠道，妥善处理相关投诉意见，及时实施纠正和预防措施，制定完整全面的培训计划并开展对供应商、私人雇佣机构的社会责任绩效评定与管理。

10、SAAS/SAI 的联系方式和相关的 CB 的联系方式如下：

Certification Body 认证机构：

BUREAU VERITAS CERTIFICATION HOLDING SAS

Le Triangle de l'Arche

8, cours du Triangle - CS 90096

92937 Paris la Defense Cedex - France

E-mail: cersa8000clientfeedback.in@in.bureauveritas.com

Accreditation Body 授信机构：

SOCIAL ACCOUNTABILITY ACCREDITATION SERVICES SAAS)

9 East 37th Street, 10th Floor

New York, NY 10016

United States of America

Tel: +1(212)-391-2106

E-mail: saas@saasaccreditation.org

[http://www.saasaccreditation.org/Complaints Submission Form](http://www.saasaccreditation.org/Complaints%20Submission%20Form)

江苏中天科技股份有限公司耐热导线工厂

二〇二五年三月三日

第十八章 社会绩效团队

遵照 SA8000: 2014 的规定, 为确保本工厂社会责任管理体系工作得到的有效运行和持续改进, 经工厂管理层研究决定, 组建 SPT 小组, 并授权以下职责和权限:

1、SPT 小组成员应当接受社会责任标准、风险识别与评估、事故调查与处理、社会责任相关法律法规、公司社会责任管理体系程序与制度以及相关方管理等的培训, 保持对工厂社会责任实践的较深认知与较高理解;

2、SPT 小组应当定期进行风险识别、分析与评估活动, 并牵头制定针对性风险管控措施, 范围应当涵盖内部所有业务与流程以及供应商管理;

3、SPT 小组应牵头组织社会责任体系的内审活动、并积极配合管理评审;

4、SPT 小组应当对所有社会责任相关的不符合项保持记录, 并追踪纠正和预防措施落实情况, 确保整改有效;

5、SPT 小组应当每季度召开一次工作会议, 分析内部社会责任标准的实践情况, 进行总结并输出会议纪要。

6、SPT 小组应当保持对内部体系运行的监视测量, 并形成报告提交管理层。

7、SPT 小组应当提出社会责任方面的改进建议并与高层沟通解决识别的风险。

SPT 小组人员见最新的 SPT 小组任命书。

第十九章 风险识别和评价

1、总则

建立并保持程序，以识别工厂各项活动过程中的社会责任因素及危险源，并评价出重大的社会责任因素和危险源，并及时更新。

2、职责

2.1 工厂健康安全委员会组织各部门负责识别危险源并负责汇总评价。

2.2 SPT 小组负责组织各部门识别社会责任因素并负责汇总评价。

2.3 管理者代表负责确认识别出的重大的社会责任因素和危险源。

3、具体承诺

3.1 本工厂采用不同程序进行社会责任因素与危险源的识别与评价。

3.2 采取以部门调查与专业人员审查相结合的方式确定社会责任因素、危险源。由 SPT 小组或健康安全委员会组织人员对确定的社会责任因素、危险源进行资料汇总、分析、评价，以确定重要社会责任因素、危险源。

3.3 对重要社会责任因素、危险源通过实施目标、指标、管理方案和执行有关的程序、制度或者作业指导书进行控制。

3.4 对潜在的重要社会责任因素、危险源应制定应急准备的回应程序加以控制。

3.5 社会责任因素、危险源识别时应考虑三种状态和三种时态，以过程方法等方面入手进行社会责任因素、危险源的识别与评价。

3.6 除定期识别外，当组织内外部环境、内部管理、产品、设备或工艺等发生变更时，应及时进行社会责任因素、危险源的识别和评价。

4、相关文件

4.1 《风险与机遇管理程序》

4.2 《危险源辨识与风险评价控制程序》

第二十章 监督

1、目的

为确保工厂的社会责任政策得到落实、社会责任表现得到监控，对可能具有重大影响的运行与活动的关键特性进行例行监测和测量，特制定《监视测量与分析评价管理程序》。

2、管理职责

- 2.1 SPT 小组负责工厂社会责任管理体系运行的监测与测量的归口管理；
- 2.2 安环部负责环境、职业健康安全管理体系运行过程的监视、测量、合规性评价；
- 2.3 各部门负责本部门管理范围内可能具有重大影响的运行与活动的关键特性的监测与测量。

3、具体承诺

- 3.1 社会责任绩效的监测由 SPT 小组负责；
- 3.2 SPT 小组每年会同各部门对适用的法律、法规的遵循情况进行全面的检查与评价；
- 3.3 SPT 小组应在每年末将监测与测量的情况对照社会责任政策和法律、法规的要求进行汇总分析，进行记录并报管理者代表；
- 3.4 工厂同意接受突击性的审核。
- 3.5 SPT 小组负责对监测和测量的结果进行评价，对出现的不符合编制不符合报告并跟踪验证。

4、相关文件

- 4.1 《监视测量与分析评价管理程序》

第二十一章 内外部参与和沟通

1、总则

工厂高度重视与各相关方的沟通交流，建立和维持对内对外的沟通渠道，确保与所有利益相关者就工厂社会责任表现进行适当的信息沟通，并让利益相关方参与到工厂的社会责任管理体系的建立、实施、改进中，以持续改进工厂的社会责任绩效。

2、职责

2.1 各部门负责识别与本部门业务活动有关的相关方，收集相关方需求和期望的有关信息，并制定落实控制措施；

2.2 运营监管组负责汇总所有部门的相关方需求和期望的信息进行汇总并及时更新、负责跟踪验证应对措施的有效性；

3、具体承诺

3.1 信息沟通可以采用口头或书面形式，也可以采用其他适当的方式，如电话、传真、电子邮件、座谈会、研讨会和新闻发布会等。

3.2 有关质疑、质询和投诉信息，应安排合适人选进行调查，核实情况，分析原因，作出处理决定，然后回复给提出质疑、质询和投诉的人员。重大问题应报高层经理批准。

3.3 对内对外信息沟通均应保存适当的记录和证据，应注意保护个人隐私和工厂商业秘密。若有员工向外部提供工厂资料，应解释工厂内部投诉和申诉程序，不得采取惩罚或歧视性措施。

3.4 管理者代表定期访问本地利益相关者团体，征求他们的意见和建议，通报工厂实施 SA8000:2014 标准的进展和效果，提供相关的数据和资料，包括管理评审和监督活动的结果。

3.5 管理者代表愿意和利益相关者对话，包括但不限于：工人、工会、供应商、分包商、下级供应商、附近的居民、非政府机构及当地和国家政府官员等，并提供合理的资料和取得资料的渠道，以核实工厂是否符合 SA8000:2014 标准的要求，如果合同有进一步的要求，工厂应该透过采购合同的条款，要求供应商和分包商提供上述安排和渠道。

3.6 工厂在工作场设立意见箱收集员工意见和投诉；工厂实行“开门政策”，员工在任何时候都可以向主管和经理提出问题；员工也可用匿名举报的形式提出问题，员工代表积极协助收集员工的意见和建议。

3.7 当顾客、政府机关等利益相关方需要核实我工厂是否满足 SA8000:2014 要求而进行

的事先通知和未事先通知的审核时，工厂应该根据要求给审核员提供合理的资料或取得所需资料的渠道。

3.8 本工厂承诺接受审核机构对我工厂进行事先通知和未事先通知的社会责任审核，以确定我工厂是否符合 SA8000 标准的要求。

3.9 工厂管理层与工人代表通过健康安全委员会、SPT 小组会议等形式了解员工在社会责任方面的意见，必要时纳入本工厂社会责任管理体系：

3.10 管理层（主要是安环部、质量部、人力资源部、运营监管组）负责与外部政府机构保持沟通，及时了解政府机构对我工厂在健康安全、社会责任等方面的要求和意见，将这些要求纳入我工厂的社会责任管理体系。必要时，针对社会责任问题可与政府机构保持沟通，向其进行咨询。

3.11 运营监管组负责与咨询机构、审核机构保持沟通，将其提出的不符合项实施整改，以持续改进我工厂的社会责任绩效。

3.12 工厂鼓励其他利益相关方为我工厂的社会责任管理体系建设提出改善意见，参与我工厂的社会责任管理。

4. 相关文件

4.1 《信息沟通和协商参与管理程序》

5. 定量目标

每年至少开展 1 次利益相关方调研或座谈，了解并回应利益相关方期望和需求。

第二十二章 投诉管理和解决

1、总则

对可能发生社会责任相关的投诉进行处理，使得员工能满意。

2、职责

人力资源部负责将工厂内部投诉渠道与处理流程向全体员工进行宣贯。

3、具体承诺

3.1 人力资源部设置意见箱以向员工、管理层、员工代表收集对工厂社会责任方面的举报或意见，每月打开意见箱收集信息，并及时登记处理。

3.2 当员工和其他利益相关方质疑工厂是否符合工厂政策和/或本标准规定的事项之时，相关人员也应向上级或人力资源部甚至管理者代表汇报。

3.3 相应责任人应对员工的疑虑、举报进行调查、处理并采取相应的补救措施及预防措施，并将调查、处理、采取补救措施的结果反馈给举报人及疑虑提出人，相关情况记录在员工意见台账中，具体参考《内、外部申诉、举报沟程序》。

3.4 工厂不得因员工提供关于工厂是否遵守本标准的资料而对其进行惩处、解雇或歧视。

4、相关文件

4.1 《内、外部申诉、举报沟程序》

5、定量目标

申诉与举报的及时调查与处理率为 100%

第二十三章 不符合、补救及纠正预防措施

1、总则

企业活动中可能发生社会责任的不符合，为使该不符合能被迅速采取措施减轻影响及防止其再发，同时预防后续不符合的重复发生。

2、职责

2.1 运营监管组为《不合格和纠正措施控制程序》归口管理部门，组织内外部体系审核、管理评审中出现的不合格采取纠正与纠正措施，并组织验证其结果，同时对不合格产生的后果进行处置。

2.2 各部门负责对职责范围内发生的不合格进行评审、确定不合格的原因，并确定是否存在或可能发生类似的不合格，制定纠正和预防措施，并实施。

3、具体承诺

3.1 工厂在社会责任体系运行过程中可能会从各种内外部审核、相关方反馈以及日常监视测量等等中产生不符合，需由相关部门采取措施控制或纠正所有不符合；

3.2 各部门在收到不合格信息报告、来自客户的投诉报告、内外审的不符合项报告等后按部门工作内容和职责对不合格做出应对，及时对不合格采取措施以控制和纠正不合格，处置产生的后果。各部门负责人应根据问题大小和严重程度及时评价是否需要采取纠正措施以消除产生不合格的原因，确保纠正措施与问题严重程度相适应，避免其再次发生或者在其他场合发生，如要进行原因分析，各部门负责人应指定相关人员或团队通过以下活动来确定发生不合格的根本原因，并采取纠正措施。

3.3 实施确定的纠正措施，相关部门填写《不合格纠正措施处理记录》并记录所采取措施的结果。一般由本部门进行实施，如牵涉到其他实施部门则在制订后征得相关部门同意。纠正及纠正措施的实施按所制订的方案和时间节点进行，必要时形成实施列表清单。

3.4 运营监管组负责验证内外审核中的不符合项、日常体系检查中的问题；安全环保部负责验证：安全问题、环境问题、突发应急事件；管理者代表负责验证：管理评审中的改进事项。

4、相关文件

4.1 《沟通申诉政策及管理程序》

4.2 《不合格和纠正措施控制程序》

5、定量目标



不符合纠正预防措施及时完成率 100%

内部公开文件

第二十四章 培训控制

1、总则

建立并保持员工培训程序，明确员工培训需求，以确保工人清楚明白工厂的社会责任程序和制度，并知晓安全健康的控制要求，安全使用机器和工作，避免发生意外事故。

2、职责

人力资源部负责收集各部门培训需求，牵头制定并实施年度培训计划。

2、具体承诺

3.1 培训内容至少应包括社会责任标准、有关工作时间、工资和福利的法律规定、工厂社会责任程序和制度、安全与职业健康的程序和制度、安全操作规程及申诉程序等。

3.2 新入厂工人（包括临时工）入职时应安排培训，之后每一年至少安排一次重新培训。

3.3 工厂相关的程序和制度发生变更时应及时安排重新培训。

3.4 对可能发生重大事故的岗位或相对具有高风险的岗位应安排专门的培训，特种作业人员应接受法定的培训并取得相应的操作证。

3.5 培训方式可灵活多样，但需有相应的效果验证方式并由培训人记录。

4、相关文件

4.1 《人力资源管理程序》

5、定量目标

培训计划序时完成率 100%

第二十五章 供应商、分包商和分供商管理

1、总则

建立并维持供应商/分包商和分供商在社会责任方面的管理程序，确保工厂供应商、分包商和分供商懂得社会责任标准的要求并逐步改善其社会责任表现。

2、职责

采购部在管理者代表的指导下负责供应商/分包商和分供商管理，并采取行动要求和协助供应商和分包商对分供商的社会责任管理。

3、控制要求

3.1 采购部应建立供应商/分包商和分供商社会责任档案，保持供应商/分包商和分供商评估结果和改善措施的证据和记录。

3.2 采购部应根据供应商/分包商和分供商的社会责任表现挑选供应商/分包商和分供商，优先选择社会责任表现好而且愿意改善的供应商。

3.3 所有供应商/分包商在得到订单或合同前都应签署社会责任承诺书，承诺遵守当地劳动法规和本工厂对其的社会责任表现要求。

3.4 在供应商完成自评后，采购部应按照《供应商 ESG 评估制度》对重要供应商/分包商进行审核，评估供应商/分包商的社会责任表现，跟进改善措施。

3.5 工厂不采用也不建议供应商/分包商招用家庭工人。

3.6 发现有供应商/分包商和分供商故意使用童工，强迫劳动或其他严重违反劳动法规的现象，应立即停止合作关系。

4、相关文件

4.1 《供应商 ESG 评估制度》

5、定量目标

供应商社会责任协议签署率 100%

第二十六章 法律与其他要求

1、总则

法律与其他要求是我工厂一切劳工问题须遵守的基本准则和要求，为有效地获取、识别和管理本工厂适用的法律与其他要求，制定《法律法规及其他要求管理和评价程序》，以便能自觉约束自己的行为。

2、职责

2.1 各部门负责与当地政府部门、行业部门或其他相关组织机构联络获取最新法律及其他要求，并通过报纸、杂志、电子邮件、网站等收集有关信息。

2.2 各有关部门将接收到的社会责任法律、法规信息传递到运营监管组。

2.3 运营监管组负责整理汇总工厂已识别获取的法律法规、标准及其他要求信息，并编制《适用的法律法规、标准及其他要求一览表》。

3、具体承诺

3.1 本工厂适用的法律包括：

a) 我国批准、缔结的有关质量、环境、职业健康安全、能源、有害物质过程管理、反贿赂、供应链安全、业务连续性等方面的国际公约、条约；

b) 国家相关的法律、法规、标准及行政规章、制度；

c) 地方政府相关法规、规章、标准；

d) 行业协会要求、行业规定及标准；

e) 执法（相关）部门的通知、公报等其他要求；

f) 工厂要求以及对外承诺等。

3.2 为使法律、法规和其他要求保持最新状态，应及时更新这方面的信息，并要及时传达到各有关部门。

4、相关文件

4.1 《法律法规及其他要求管理和评价程序》

第二十七章 目标指标管理方案

1、总则

根据工厂社会责任政策和确定的重大社会责任因素、危险源，根据法律法规和标准的要求，制定工厂目标和指标，制定目标和指标的控制措施，制定适当的管理方案，确保目标和指标的实现。

2、职责

2.1 SPT 小组负责制定社会责任目标和指标及管理方案的草案，管理者代表负责社会责任目标和指标的审核，总经理负责批准社会责任目标和指标。

2.2 运营监管组负责目标指标、管理方案的具体落实，并进行监督检查。

2.3 各部门负责本部门目标指标管理方案的执行。

3、具体承诺

3.1 目标指标的制定依据工厂的社会责任政策、法律法规及其他要求、客户和其他相关方的利益要求、工厂生产经营活动的实际情况和工厂发展和市场战略部署。

3.2 制定管理方案应考虑工厂生产经营的实际情况，考虑技术需要和可行性，考虑支持人力、物力财力和时间资源的保证。

3.3 目标指标和管理方案应经过管理者代表审核，并报总经理批准，确保实施过程得到足够的资源保障和优先考虑。

3.4 运营监管组应定期监督检查工厂目标和指标的实施情况，确保工厂社会责任表现持续改进。

4、相关文件

4.1 《目标、指标管理程序》

第二十八章 应急准备及响应

1、总则

应急准备和回应是对可能发生的事故，隐患进行预防，及时、准确做出回应，减少影响和损失，特制定《应急准备和响应程序》。

2、职责

2.1 各相关部门根据所识别的社会责任因素、危险源和相关情况确定可能发生的紧急情况并在发生时作出回应。

2.2 安环部负责制定火灾、防洪等应急预案。

2.3 各有关部门负责潜在事故的预防和紧急情况处理，对已拟订的措施，在有可能的情况下开展模拟操作。

2.4 人力资源部负责相应的培训工作。

3、内容与要求

3.1 各部门对本部门范畴内可能出现的紧急情况定期进行日常检查，作到以预防为主；

3.2 各部门对紧急情况发生时，对信息的传递和采取的措施做出明确的规定，及时采取有效的措施进行处理；

3.3 紧急情况发生后，应对处理效果和应急措施进行评估，必要时应对《火灾应急预案》进行修订，确保程序规定的持续适宜性。

4、相关文件

4.1 《应急准备和响应程序》

第二十九章 文件、记录控制

1、总则

本工厂需要对文件及记录的编制、发放、修改、归档和批准进行控制，确保工厂保留适当的文件、记录，证明工厂符合标准中的各项规定。

2、职责

在管理者代表的领导下,根据权责规定,由运营监管组体系员负责成文信息的管理工作。

3、具体承诺

3.1 社会责任管理体系文件分为社会责任管理手册及政策、程序文件、制度文件，具体《社会责任体系文件受控文件和记录清单》。

3.2 文件只有经过规定的权责主管批准后,才能发布实施,手册由总经理批准,程序文件由管理者代表批准,制度文件由厂长批准。

3.3 本工厂文件发放分为受控文件和非受控文件,本工厂内使用受控版本.非受控文件发放给顾客,所有文件都应注明发行日期,修改后的作废文件应有作废标识,并从现场移除。

3.4 各职能部门或人员提出的文件更改要求,需按照文件更改流程经审批部门审批后才能实施。文件修改后同样应对文件的版本、修订号进行修改,并及时收回旧文件,发放新文件。

3.5 直接引用的各类外来文件,由收集部门主管认可后,以原文件的编号、版本进行标识,并纳入受控范围。

3.6 如记录具备文件的规定功能,应将之纳入受控范围内。

3.7 记录应字体清晰、保存环境适宜应防潮、防火、防虫蛀、保管应编号索引。

3.8 当需调阅时应经相应人员批准后方可进行。

4、相关文件

4.1 《文件控制程序》

第三十章 内部审核

1、总则

本工厂规定应定期或不定期地对社会责任管理体系进行内审,以确保社会责任管理体系的正常运行。

2、职责

2.1 管理者代表负责内部社会责任管理体系审核的组织、协调和审批。

2.2 SPT 负责实施内部社会责任管理体系审核。

2.3 受审核部门配合审核活动的开展。

3、具体承诺

3.1 本工厂制订并执行《内部审核程序》，验证社会责任活动和有关结果是否符合计划安排，并确定社会责任管理体系的有效性。

3.2 内部社会责任管理体系审核每年一次,遇特殊情况时可适时安排。管理者代表负责制定年度审核计划,呈报总经理审批。

3.3 审核中发现的不符合项,经确认后,由被审核部门按要求制定纠正措施,经审批后,限期整改,贯彻实施,并对其效果进行验证。

3.4 编制的内部社会责任管理体系审核报告,应提交管理评审,并发至所有被审部门。

4、相关文件

4.1 《内审管理控制程序》

第三十一章 管理评审

1、总则

建立管理评审程序，工厂厂长定期对工厂的社会责任表现及管理体的适宜性进行评审，确保社会责任管理体系的持续适用性和有效性，确保工厂运转持续符合国家法规和国际标准。

2、职责

- 2.1 厂长作为评审会议的主席，负责定期召开并主持管理评审会议，并作出决策。
- 2.2 SPT 小组负责编制《管理评审计划》和《管理评审报告》，提供全面的管理总结；
- 2.3 运营监管组根据管理评审中不符合项内容填写《纠正预防措施单》，下发给责任部门，并负责整改措施的跟踪验证；

3、具体承诺

- 3.1 总经理确定管理评审的频率，至少每年举行一次。必要时可以增加管理评审的次数。
- 3.2 管理评审的内容至少应包括：
 - a. 内部审核的结果；
 - b. 客户审核结果；
 - c. 上次会议的决议事项；
 - d. 工厂政策、程序和实践的实际情况；
 - e. 工伤事故情况；
 - f. 员工投诉及客户投诉情况；
 - g. 法律法规的变化及符合性；
 - h. 长期改善计划的合理性；
 - i. 改进建议。
- 3.3 管理评审会议厂长应作出决策，运营监管组应对决策的执行情况进行跟踪验证。
- 3.4 运营监管组负责做好会议记录，保管好管理评审的资料。

4、相关文件

《管理评审控制程序》

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory

中天科技耐热导线工厂

内部公开文件

Child Labor Control and Remediation Procedure

童工控制与补救程序

文件编号 Document code: ZTTHRC-SR02-RLZY-001

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中天科技耐热导线工厂

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2025 年 10 月

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童工控制与补救程序

Child Labor Control and Remediation Procedure

一、目的

I. Purpose

为了确保及时发现因任何原因进入工厂的童工，并根据有关标准和法规要求妥善处理童工事件，并在不幸发生时及时补救雇佣童工的后果，特制定本程序。

This procedure has been established to ensure that child laborers entering the factory for any reason are identified in a timely manner, that child labor incidents are handled appropriately in accordance with relevant standards and regulations, and that the consequences of employing child labor are remedied in a timely manner in the unfortunate event that it occurs.

二、范围

II. Scope

本程序适用于工厂控制和处理任何可能发生的工厂雇佣导致或工厂范围内的童工事件与补救已经发生的雇佣童工事件，并可能适用对本工厂供应商/承包商的要求。本程序同时应传递给工厂的各相关方。

This program applies to the control and handling of any incidents of child labor that may occur within the factory, whether arising from factory employment or within the factory premises, as well as the remediation of incidents of child labor employment that have already occurred. It may also apply to requirements for the factory's suppliers/contractors. This procedure shall also be distributed to all relevant parties of the factory.

三、术语和定义

III. Terminology and definition

童工：是指雇佣未满 16 周岁的未成年人进行工作而对其童年成长与正常教育造成消极影响。

Child labor: refers to the employment of minors under the age of 16 for work, which has a negative impact on their childhood development and normal education.


四、职责和权限

IV. Responsibilities

1、总经办负责确定本工厂对童工问题的原则与方针并监督执行情况；

1. General Manager's Office is responsible for determining the factory's principles and policies on child labor issues and supervising their implementation.

2、人力资源部根据相关要求，负责日常控制避免招用童工并调查处理童工事件，确保童工

	文件汇编 Document Compilation	文件编号 Document code: ZTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

得到妥善的照顾，同时应确保通过培训、公示等将本程序向所有员工传达。

2. The Human Resource Department is responsible for daily control to prevent the employment of child labor and for investigating and handling child labor incidents in accordance with relevant requirements, ensuring that child laborers are properly cared for. At the same time, it should ensure that this procedure is communicated to all employees through training, public announcements, or other means.

五、程序

V. Program file

1、人力资源部应当在招聘环节通过身份证复印件、个人信息表、学历证明等带有照片的材料确认求职者不属于童工，对其强调保证所提供材料真实性的重要性并通过背景调查、证件交叉验证（驾照、学生证等等）等方法进行真实性验证；并保存好身份证复印件等相关入职材料。

1. The Human Resources Department shall verify that job applicants are not child laborers during the recruitment process by reviewing materials such as ID card copies, personal information forms, and academic credentials. It shall emphasize the importance of ensuring the authenticity of submitted materials and conduct authenticity verification through background checks and cross-referencing of documents (e.g., driver's licenses, student IDs). Relevant onboarding materials, including ID card copies, shall be properly retained.

2、人力资源部应当通过花名册、人事档案等定期检查工人的实际年龄，确保未因任何原因而误招童工进厂；要主动监控员工的年龄状况,有意识地与年龄稍小的员工进行沟通。

2. The Human Resource Department should regularly check the actual age of workers through payroll records, personnel files, etc., to ensure that no child laborers have been mistakenly hired for any reason. In addition, the Human Resource Department should also proactively monitor the age profile of employees and consciously communicate with younger employees.

3、人力资源部应该按需组织工厂童工政策与本程序的培训，确保所有员工知晓本工厂对待雇用童工的态度，并鼓励员工积极汇报任何工厂内存在的雇用童工的风险。

3. The Human Resources Department should organize training on the factory's child labor policy and this procedure as needed to ensure that all employees are aware of the factory's stance on the employment of child labor and to encourage employees to actively report any risks of child labor within the factory.

4、补救程序：

4. Remedial measures:

a. 针对发现的童工相关问题，需遵循儿童利益最大化原则，结合违规情节轻重、危害程度、发生范围实行分级、适配化处置，确保补救措施与违规行为等级相匹配：


	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

等级	情节	对应补救措施	惩处
轻微	年龄审核疏漏、管控不严,但最终未雇佣童工	完善机制疏漏, 加强培训教育	警告批评
一般	因童工隐瞒假造等原因, 错误地招用童工	①立即停止其工作并指定专人负责送该童工到医院全面检查身体的健康状况, 进行专门的未成年人体检, 确认其在工作过程中未受到任何身体健康影响, 如果已受到影响需立即治疗, 产生的医疗等费用由工厂全额承担; 若体检确认身体健康, 经过机构同意后应立即联系其父母亲人并送回其家庭, 产生的交通费用由工厂承担; ②若童工家庭困难, 除立即终止与其的劳动关系外, 工厂将努力帮助其继续就学(如帮助其联系适合的学校安排其继续学业, 提供其在就学期间一定的学习和生活费用等; 如因童工停止工作造成其家庭经济情况困难的, 在可能的情况下, 工厂安排其家庭内的其他成年人顶替其入厂参加工作直至该童工完成义务教育。在该童工完成学业脱离儿童阶段后, 若其自愿到工厂工作, 应对其优先考虑录用。	记(大)过
严重	为了降低成本等目的主观恶意地招用童工	除一般中规定的补救措施外, 需将责任人移送公安机关调查处理, 严格落实其法律责任。	解除劳动合同

b. 工厂应当积极与利益相关方开展童工雇佣事故发生的沟通汇报, 告知当地劳动监管机构、童工的父母亲人、工厂的全体员工以及其他对工厂社会责任绩效表现有关注的其他相关方, 不得瞒报谎报, 保障相关方的知情权;

b. Factories shall proactively communicate and report incidents of child labor to stakeholders, including local labor regulatory authorities, the parents and relatives of the child laborers, all factory employees, and other parties concerned with the factory's social responsibility performance. They must not conceal or falsify information, and shall ensure that all relevant parties are kept informed;

c. 由运营监管组负责记录童工事故的调查与处理, 做好过程留痕, 并监测雇佣童工事故发生后, 是否按照本程序要求开展相应的补救措施与落实惩处, 并确认采取的补救措施落实, 童

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

工的身心健康得到有效保护。此外，对事故发生后的纠正预防措施进行确认，确保相关流程得到完善、相关人员意识得到提升。

c. The Operations Oversight Team is responsible for documenting the investigation and resolution of incidents involving child labor, maintaining a detailed record of the process, and monitoring whether, following such incidents, remedial actions and disciplinary measures are implemented in accordance with this procedure. The team must also verify that the remedial actions have been fully implemented and that the physical and mental well-being of the child laborers has been effectively protected. In addition, the team must confirm that corrective and preventive measures have been implemented following the incident to ensure that relevant processes are improved and that awareness among relevant personnel is enhanced.

六、相关文件

VI.Related documents

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七、相关记录

VII.Related records

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	文件汇编 Document Compilation	文件编号 Document code: ZTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory

中天科技耐热导线工厂

Minor Worker Control Procedure 未成年工控制程序

内部公开文件

文件编号 Document code: ZTHRC-SR02-RLZY-002

受控文件
2025. 11. 10
人力资源部

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中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025 年 11 月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

未成年工控制程序

Minor Worker Control Procedure

二、目的

I. Purpose

为了确保工厂的未成年工得到适当的控制与教育，符合国家法律与有关国际标准的要求，特制定本程序。

This procedure is established to ensure that juvenile workers in the factory are appropriately supervised and educated, in compliance with national laws and regulations as well as relevant international standards.

二、范围

II. Scope

本程序适用于控制与支持工厂雇佣的所有的未成年工及工厂范围内的所有未成年工，并可能适用对本工厂供应商/承包商的要求。本程序同时应当传递给工厂的所有相关方。

This program applies to the control and support of all minor workers employed by the factory and all minor workers within the factory premises, and may also apply to requirements for the factory's suppliers/contractors. This procedure shall also be communicated to all relevant parties of the factory.

三、术语和定义

III. Terminology and definition

未成年工：根据中国法律法规，在本程序中，未成年工特指已满 16 周岁而未满 18 周岁的就业群体。本程序所有未成年人、未成年工均指的是满 16 周岁未满 18 周岁的群体。16 周岁以下均属童工，相关控制与补救措施见《童工控制与补救程序》。

Minor Workers: Under Chinese laws and regulations, minor workers in this procedure specifically refer to the employment group aged 16 years or older but under 18 years of age. All minors and underage workers referred to in this procedure are individuals aged 16 but under 18. Those under 16 are classified as child laborers. Relevant control and remediation measures are detailed in the Child Labor Control and Remediation Procedure.


五、职责和权限

IV. Responsibilities

1、总经办负责确定工厂对未成年工的政策与基本措施；

1. The General Administration Office is responsible for establishing the factory's policies and fundamental measures regarding underage workers.

2、人力资源部根据相关要求，负责日常控制与支持事宜，确保未成年工得到妥善的保护与

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

教育，同时应确保通过培训、公示等将本程序向所有员工传达。

2. The Human Resources Department shall handle daily oversight and support matters in accordance with relevant requirements, ensuring underage workers receive proper protection and education. It must also ensure this procedure is communicated to all employees through training, public notices, and other means.

五、程序

V. Program file

1、人力资源部需建立未成年工台账，登记每一名未成年工的年龄、受教育状况及辍学情况等，并确保获得其法定监护人同意工作的证明。

1. The Human Resources Department must establish a registry for minor employees, recording each minor's age, educational background, and school dropout status, and ensure documentation of consent for employment from their legal guardians.


2、工厂为未成年工安排定期健康检查。在安排工作岗位之前、工作满1年或者年满18周岁，距离上次体检已超过半年等均需检查。健康检查按照劳动行政部门制作的《未成年工健康检查表》进行。且工厂应根据未成年工的健康检查结果安排其从事适合的劳动，对不能胜任原劳动岗位的，应根据医务部门的证明，予以减轻劳动量或安排其他劳动。

2. The factory shall arrange regular health examinations for minor workers. Such examinations must be conducted before assigning work positions, after completing one year of employment, upon reaching the age of 18, or whenever more than six months have passed since the previous examination. Health examinations shall be conducted using the “Minor Worker Health Examination Form” prepared by the labor administration department. Furthermore, the factory shall assign minor workers to suitable labor based on their health examination results. For those unable to perform their original duties, the factory shall reduce their workload or assign alternative tasks based on medical certification.

3、确保符合法律特殊保护登记标准。工厂招收使用未成年工，须向所在地县级以上人力资源社会保障部门办理未成年工登记。由人力资源社会保障部门按照规定审核体检情况和拟安排的劳动范围。未成年工须持由人力资源社会保障部门核发的《未成年工登记证》上岗。

3. Ensure compliance with legal standards for special protection registration. Factories employing minors must register them with the local county-level or higher human resources and social security department. The department shall review the medical examination results and the proposed scope of work in accordance with regulations. Minors must hold a “Minor Worker Registration Certificate” issued by the human resources and social security department before commencing work.

4、工厂应当避免招用在校的未成年学生。倘若该未成年人因为各种原因无法承担起继续学

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

业与维持生活的费用而被迫进行工作以换取报酬，则工厂应提供适当的经济资助和其它资源，支持他们完成法定的义务教育。

4. Factories should avoid hiring minors who are still enrolled in school. If a minor is compelled to work for compensation due to financial hardship preventing them from continuing their education and sustaining their livelihood, the factory shall provide appropriate financial assistance and other resources to support them in completing their legally mandated compulsory education.

5、如果未成年工需要上课，则工厂应该避免在其上课与相应通勤的时间内安排工作，并保证其每日上班、工作与交通的时间总和不超过 10 小时。

5. If minor workers need to attend classes, the factory should avoid scheduling work during their class times and corresponding commuting periods, and ensure that the total duration of their daily work, commuting, and other work-related activities does not exceed 10 hours.

6、工厂不得给未成年工安排夜班、也不得同意未成年人调夜班的申请，无论其本人是否愿意。

6. Factories shall not assign night shifts to underage workers nor approve requests from minors to work night shifts, regardless of their personal willingness.

7、工厂不得要求或请求未成年人进行任何形式的加班（即便在其自愿同意的情况下）、或者同意批准未成年人的加班申请，每天的工作时间严格控制在八小时以内。

7. Factories shall not require or solicit minors to work overtime in any form (even with their voluntary consent), nor shall they approve overtime requests from minors. Daily working hours must be strictly limited to eight hours.

8、工厂不得将未成年工置于对其身心健康发展不安全或危险的场所或者环境中，避免安排其从事过重、有毒、有害等有危害性的劳动或者各类危险作业，不安排其进行各种危险作业或操作各种危险设备，不得安排其从事法律规定禁止未成年工的岗位，包括：

8. Factories shall not place minor workers in locations or environments that are unsafe or hazardous to their physical and mental health development. They shall avoid assigning them to perform labor that is excessively heavy, toxic, harmful, or otherwise hazardous, or to engage in any dangerous operations. They shall not assign them to perform any dangerous operations or operate any dangerous equipment, nor shall they assign them to positions prohibited by law for minor workers, including:


(1) 工厂不得安排未成年工从事以下范围的劳动：

(1) Employers shall not assign minor workers to perform labor within the following scope:

a. 《生产性粉尘作业危害程度分级》国家标准中第一级以上的接尘作业；

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

- a. Dust exposure work at Level 1 or above in the National Standard for Classification of Hazard Levels of Productive Dust Operations;
- b. 《有毒作业分级》国家标准中第一级以上的有毒作业；
- b. Toxic operations at Level 1 or above in the National Standard for Classification of Toxic Operations;
- c. 《高处作业分级》国家标准中第二级以上的高处作业；
- c. Work at heights at Level 2 or above in the National Standard for Classification of Work at Heights;
- d. 《冷水作业分级》国家标准中第二级以上冷水作业；
- d. Cold water operations at Level 2 or above in the National Standard for Classification of Cold Water Operations;
- e. 《高温作业分级》国家标准中第三级以上的高温作业；
- e. Work involving high temperatures at Level 3 or above as defined in the National Standard for Classification of High-Temperature Operations;
- f. 《低温作业分级》国家标准中第三级以上的低温作业；
- f. Work involving low temperatures at Level 3 or above as defined in the National Standard for Classification of Low-Temperature Operations;
- g. 《体力劳动强度分级》国家标准中第四级体力劳动强度的作业；
- g. Work involving physical labor intensity at Level 4 as defined in the National Standard for Classification of Physical Labor Intensity;
- h. 矿山井下及矿山地面采石作业；
- h. Underground mining operations and surface quarrying operations in mines;
- i. 森林业中的伐木、流放及守林作业；
- i. Logging, timber floating, and forest guarding operations in forestry;
- j. 工作场所接触放射性物质的作业；
- j. Operations involving exposure to radioactive substances in the workplace;
- k. 有易燃易爆、化学性烧伤和热烧伤等危险性大的作业；
- k. Operations involving high hazards such as flammable/explosive substances, chemical burns, or thermal burns;
- l. 地质勘探和资源勘探的野外作业；
- l. Field operations in geological and resource exploration;
- m. 潜水、涵洞、涵道作业和海拔三千米以上的高原作业（不包括世居高原者）；
- m. Diving, culvert/tunnel work, and high-altitude operations above 3,000 meters (excluding

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

permanent highland residents);

n.连续负重每小时在六次以上并每次超过 20 公斤，间断负重每次超过 25 公斤的作业；

n. Operations requiring continuous lifting exceeding 20 kg per load more than six times per hour, or intermittent lifting exceeding 25 kg per load;

o.使用凿岩机、捣固机、气镐、气铲、铆钉机、电锤的作业；

o. Operations involving the use of rock drills, tampers, pneumatic hammers, pneumatic chisels, riveting machines, or electric hammers;

p.工作中需要长时间保持低头、弯腰、上举、下蹲等强迫体位和动作频率每分钟大于五十次的流水线作业；

p. Assembly line work requiring prolonged forced postures such as bending, stooping, overhead lifting, or squatting, with movement frequencies exceeding fifty times per minute;

q.锅炉司炉。

q. Boiler operation.

(2) 未成年工患有某种疾病或具有某些生理缺陷（非残疾型）时，工厂不得安排其从事以下范围的劳动：

(2) When a minor worker suffers from a certain illness or has certain physical defects (non-disability type), the factory shall not assign them to perform labor within the following scope:

a.《高处作业分级》国家标准中第一级以上的高处作业；

a. Work at heights above Level 1 as defined in the national standard “Classification of Work at Heights” ;

b.《低温作业分级》国家标准中第二级以上的低温作业；

b. Low-temperature work at Level 2 or above as defined in the national standard “Classification of Low-Temperature Work” ;

c.《高温作业分级》国家标准中第二级以上的高温作业；


c. High-temperature work classified as Level 2 or above under the national standard “Classification of High-Temperature Work” ;

d.《体力劳动强度分级》国家标准中第三级以上体力劳动强度的作业；

d. Physical labor classified as Level 3 or above under the national standard “Classification of Physical Labor Intensity” ;

e.接触铅、苯、汞、甲醛、二硫化碳等易引起过敏反应的作业。

e. Work involving exposure to substances such as lead, benzene, mercury, formaldehyde, carbon disulfide, and other substances prone to causing allergic reactions.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

(3) 患有某种疾病或具有某些生理缺陷（非残疾型）的未成年工，是指有以下一种或一种以上情况者：

(3) Minor workers with certain diseases or physiological defects (non-disability type) refer to those with one or more of the following conditions:

a. 心血管系统：先天性心脏病、克山病、收缩期或舒张期二级以上心脏杂音。

a. Cardiovascular system: Congenital heart disease, Keshan disease, systolic or diastolic heart murmur grade II or higher.

b. 呼吸系统：中度以上气管炎或支气管哮喘、呼吸音明显减弱、各类结核病、体弱儿，呼吸道反复感染者。

b. Respiratory system: Moderate or severe bronchitis or bronchial asthma, markedly diminished breath sounds, all forms of tuberculosis, physically weak children, recurrent respiratory infections.

c. 消化系统：各类肝炎、肝或脾肿大、胃或十二指肠溃疡、各种消化道疝。

c. Digestive system: Hepatitis of any type, hepatomegaly or splenomegaly, gastric or duodenal ulcers, digestive tract hernias of any kind.

d. 泌尿系统：急、慢性肾炎、泌尿系感染。

d. Urinary system: Acute or chronic nephritis, urinary tract infections.

e. 内分泌系统：甲状腺机能亢进、中度以上糖尿病。

e. Endocrine system: Hyperthyroidism, diabetes mellitus of moderate severity or higher.

f. 精神神经系统：智力明显低下、精神忧郁或狂暴。

f. Mental and nervous system: Significant intellectual disability, mental depression or mania.

g. 肌肉与骨骼运动系统：身高和体重低于同龄人标准、一个及一个以上肢体存在明显功能障碍、躯干四分之一以上部位活动受限，包括强直或不能旋转。


g. Musculoskeletal System: Height and weight below age-specific standards; significant functional impairment in one or more limbs; restricted movement in over one-quarter of the trunk, including rigidity or inability to rotate.

h. 其它：结核性胸膜炎、各类重度关节炎、血吸虫病、严重贫血，其血色素每升低于 95 克 (<9.5g/dL)。

h. Other: Tuberculous pleurisy, severe arthritis of any type, schistosomiasis, severe anemia with hemoglobin levels below 95 grams per liter (<9.5 g/dL).

9、工厂鼓励内部其他员工对未成年工给予特殊关注与保护，确保为其营造良好友爱的工作氛围，禁止任何歧视未成年工或者欺凌未成年工的情况发生。

9. The factory encourages other employees to provide special attention and protection to

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

underage workers, ensuring a supportive and caring work environment is maintained for them. Any discrimination against or bullying of underage workers is strictly prohibited.

10、工厂对未成年工的隐私权和个人信息给予特殊保护。

10. The factory provides special protection for the privacy rights and personal information of underage workers.

11、工厂总体坚持最有利于未成年工的原则，并积极听取其意见想法，尽可能满足其合理需求。

11. The factory consistently adheres to the principle of prioritizing the best interests of young workers, actively solicits their opinions and ideas, and strives to meet their reasonable needs to the greatest extent possible.

六、相关文件

VI.Related documents

《童工控制与补救程序》 ZTTHRC-SR02-RLZY-001

Child Labor Control and Remediation Procedures ZTTHRC-SR02-RLZY-001

七、相关记录

VII、 Related records

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	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory

中天科技耐热导线工厂

Anti-Forced Labor and Remedial Procedure

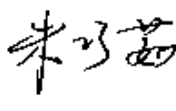
反强迫劳动与补救程序

内部公开文件

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中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025 年 10 月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

反强迫劳动与补救程序

Anti-Forced Labor and Remedial Procedure

三、目的

I. Purpose

为在招聘与用工过程中充分尊重劳动者的自由意愿，避免任何形式的强迫或胁迫劳动，建立透明、可追溯的用工管理体系，防范用工风险，提升工厂社会责任表现，特制定此程序。

This procedure has been established to fully respect the free will of workers in the recruitment and employment process, avoid any form of forced or coerced labor, establish a transparent and traceable employment management system, prevent employment risks, and enhance the social responsibility performance of factories.

二、范围

II. Scope

本程序适用于工厂内控制和处理任何可能发生的强迫劳动及补救已经发生的强迫劳动事件，并不局限于工厂的员工，同时包括可能存在的外包与劳务人员；且可能适用对本工厂供应商/承包商的要求。此程序应同时传递给工厂各相关方。

This program applies to the control and handling of any potential forced labor within the factory and the remediation of any incidents of forced labor that have occurred. It is not limited to factory employees but also includes outsourced and temporary workers who may be present. It may also apply to requirements for the factory's suppliers/contractors. This procedure should be distributed to all relevant parties of the factory.

三、术语和定义

III. Terminology and definition

强迫劳动：以任何惩罚相威胁，强迫任何人从事非本人自愿的一切劳动或服务。其中：

Forced Labor: The act of compelling any person to perform any work or service against their will by threatening any form of punishment. This includes:

1、“劳动或服务”是指任何形式的活动，包括任何行业、产业中所有工作和服务，也包括政府部门及非政府部门（包括企业）中的所有工作和服务；

1. “Work or service” refers to any form of activity, encompassing all work and services in any trade or industry, as well as all work and services within governmental and non-governmental entities (including enterprises);

2、“以惩罚相威胁”的行为表现形式广泛，包括：施以刑罚；对员工采取各种形式的直接或间接胁迫，比如肢体暴力、精神威胁或者拒付工资；剥夺员工的权利或优待（如升职、工作

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

调动或换工作)；

2. “Threat of punishment” encompasses a wide range of coercive acts, including: imposing criminal penalties; subjecting employees to direct or indirect coercion through physical violence, psychological threats, or withholding wages; depriving employees of rights or benefits (such as promotions, job transfers, or job changes);

3、“非本人自愿”是指员工在不知情的情况下与雇主建立雇佣关系，或者员工不具有随时离职的自由。例如，雇主或招聘人员通过虚假承诺，诱使一名员工接受其原本不会接受的工作。

3. “Against the employee's will” refers to situations where an employee enters into an employment relationship with an employer without full knowledge, or where the employee lacks the freedom to leave at any time. For example, an employer or recruiter uses false promises to induce an employee to accept a job they would not otherwise have accepted.

六、职责和权限

IV.Responsibilities

1、总经办负责确定本工厂对强迫劳动问题的原则与方针并监督实际执行情况；

1. General Manager's Office is responsible for determining the principles and policies of the factory regarding forced labor issues and supervising their implementation.

2、人力资源部根据相关要求，负责日常控制避免出现强迫劳动事件或嫌疑，确保全体员工均为自愿参与劳动，同时应确保通过培训、公示等将本程序向所有员工传达。

2. The Human Resources Department is responsible for daily control to prevent incidents or suspicions of forced labor in accordance with relevant requirements, ensuring that all employees participate in labor voluntarily. It should also ensure that this procedure is communicated to all employees through training, public notices, and other means.

五、程序

V.Program file

(一) 工厂禁止一切形式的强迫劳动，包括但不限于任何通过劳役或契约式劳工、体罚、罚款、监禁、暴力威胁、债务威胁、人口贩卖、使用囚工及其他形式的现代奴隶方法。

(I) The factory prohibits all forms of forced labor, including but not limited to any method involving bonded or indentured labor, corporal punishment, fines, imprisonment, threats of violence, threats of debt bondage, human trafficking, the use of prison labor, and other forms of modern slavery.

(二) 人力资源部在招聘与入职环节坚持公平自愿原则，避免出现强迫劳动或产生强迫劳动嫌疑，包括：

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

(II) The Human Resources Department adheres to the principles of fairness and voluntary participation in recruitment and onboarding processes to prevent forced labor or the appearance thereof, including:

1、审查使用的招聘材料，包括海报、传单、广告牌等，确保未导致或暗示强迫劳动；

1. Review recruitment materials used, including posters, flyers, billboards, etc., to ensure they do not cause or imply forced labor;

2、招聘、办理入职及员工入厂开始工作后，均不得以任何理由扣留员工身份证、居住证、护照等有效证件；

2. During recruitment, onboarding procedures, or after employees commence work at the facility, employers shall not withhold employees' valid identification documents—including ID cards, residence permits, passports, or other equivalent credentials—under any circumstances;

3、不得直接或通过中介等间接向员工或求职者收取押金、保证金、介绍费等任何费用，员工入厂不需要担保或订立类似契约；入职体检的费用由工厂直接支付给体检机构、无需员工自行支付。

3. No deposits, security deposits, referral fees, or any other charges may be collected directly or indirectly through intermediaries from employees or job applicants. Employees are not required to provide guarantees or enter into similar contracts upon employment. The cost of the pre-employment physical examination is paid directly by the factory to the medical examination institution; employees are not required to pay out of pocket.


4、人事专员需向应聘人员介绍本工厂的基本情况及相关政策与管理规定，尤其是有关工时工资、工作内容、福利待遇等的真实信息、不得欺诈或隐瞒不一致的情况；

4. Human Resources Specialists must provide applicants with accurate information regarding the factory's basic operations, relevant policies, and management regulations—particularly concerning working hours, wages, job responsibilities, and benefits—and must not engage in fraud or conceal any details;

5、人事专员向新入职员工讲解本工厂的反强迫劳动相关政策与规定，告知其报告的联系方式、并向其承诺不会因此而遭受任何形式的报复；

5. The HR specialist explains the factory's anti-forced labor policies and regulations to new employees, informs them of reporting channels, and assures them they will not face any form of retaliation for doing so;

6、双方平等协商确认签订劳动合同及《合规承诺书》等系列材料，《合规承诺书》要求员工不得参与、协助或纵容任何强迫劳动行为，并承担遵守与及时报告的义务。公司承诺不采取

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

纯劳务性质的和约安排或虚假的学徒工制度以规避劳动和社会保障法律政策规定的对员工应尽的义务。

6. Both parties shall negotiate and confirm the signing of the employment contract and the “ Compliance Commitment Letter ” along with other related documents. The “ Compliance Commitment Letter ” requires employees not to participate in, assist, or condone any form of forced labor, and to assume the obligation to comply with and promptly report such violations. The company commits to not employing purely labor-based contractual arrangements or fraudulent apprenticeship schemes to circumvent its legal obligations to employees as stipulated by labor and social security laws and policies.

(三) 工厂确保员工不因培训的缺失、生产交付紧急或者管理人员的强迫而进行非自愿的加班活动或者过度劳动，包括：

(III) The factory shall ensure that employees do not engage in involuntary overtime or excessive labor due to lack of training, urgent production delivery demands, or coercion by management personnel, including:

1、在正式入职后，员工须通过必要的培训，管理人员须详细地为员工介绍产品要求、工艺程序及安全操作规程等，合理地安排员工进行生产活动，保障其适当劳动时间及适当的劳动强度；

1. Upon formal employment, employees must undergo necessary training. Supervisors shall thoroughly brief employees on product specifications, production procedures, and safety protocols, while reasonably scheduling production activities to ensure appropriate working hours and manageable workloads;

2、在未完成上述要求而致使员工生产产品不合格或产量不足额等，不得以强迫手段延长工作时间作无偿返工或进行惩罚；

2. Where employees produce substandard goods or fail to meet production quotas due to unmet requirements, employers shall not use coercive means to extend working hours for unpaid rework or impose penalties;

3、确实因订单紧急、生产需要而需额外加班时，须与员工代表和员工协商取得同意，且不得超过法定的加班限额；

3. When overtime is genuinely required due to urgent orders or production needs, prior agreement must be obtained through consultation with employee representatives and employees, and such overtime shall not exceed the statutory limits;

4、工厂遵循加班自愿的原则，员工加班必须签署自愿加班申请书；

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

4. The factory adheres to the principle of voluntary overtime, whereby employees must sign a voluntary overtime request form to work additional hours.

5、管理人员不得利用职务强迫员工进行具有显著安全或卫生风险的作业或违章作业；

5. Supervisors shall not use their authority to compel employees to perform tasks involving significant safety or health risks, or to engage in unsafe practices;

6、管理人员不得安排员工进行与其工作职责完全无关的管理者的个人事务，如帮带小孩、帮带早饭等；

Managers shall not assign employees to perform personal tasks entirely unrelated to their job responsibilities, such as babysitting or preparing breakfast.

7、员工病假、丧假、婚假、产假、年休假等根据内部管理规定完成流程后可自由休假；

7. Employees may freely take sick leave, bereavement leave, marriage leave, maternity leave, annual leave, and other types of leave after completing the procedures outlined in internal management regulations.

8、员工在完成工作任务后，可以自由离开工作场所。

8. After finishing the tasks, employees can leave working occasions freely.

(四) 工厂确保员工能够及时足额地获取劳动报酬，而不会因报酬原因被迫进行强迫劳动，包括：

(IV) The factory ensures that employees receive their wages in full and on time, without being compelled to perform forced labor due to wage-related issues, including:

1、除遇法定节假日顺延外，工厂保证每月定期发放工资；工厂及为工厂提供劳工的实体不得扣留员工的工资、福利、财产或拖欠员工工资、暂缓发放工资，以迫使员工在公司继续工作；

1. Except for postponement due to statutory holidays, the factory guarantees regular monthly wage payments. Neither the factory nor any entity supplying labor to the factory shall withhold employees' wages, benefits, or property, nor delay or withhold wages to coerce employees into continuing work at the company;

2、工厂保证不因惩戒目的而扣减员工工资，扣减工资仅限符合以下条件且工厂确保除代扣外，其余情形扣除的部分不超过其当月工资的 20%；

2. The factory guarantees that wages shall not be deducted for disciplinary purposes. Wage deductions are permitted only under the following conditions, and the factory ensures that, excluding mandatory deductions, the total amount deducted in any other circumstance shall not exceed 20% of the employee's monthly wages:

a. 法律规定公司可代扣的情形（如代缴社保、代交税等）；

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

a. Circumstances under which companies may withhold payments as stipulated by law (such as paying social insurance, paying taxes, etc.) ;

b. 员工因个人原因给工厂造成经济损失;

b. Employees causing economic losses to the factory due to personal reasons;

c. 其他法律法规允许的情形;

c. Other circumstances permitted by laws and regulations.

3、工厂确保员工不承担全部或部分雇佣费用或成本。

3. The factory ensures that employees do not bear all or part of the employment expenses or costs.

(五) 工厂尊重并保护员工的人身自由、活动自由、通讯自由，包括：

(V) The factory respects and protects employees' personal freedom, freedom of movement, and freedom of communication, including:

1、工厂员工可以在厂区的合适区域自由活动，不受管理人员或保安的干涉；工厂设置保安仅仅是出于正常的保安事务，以保护工厂财产及员工安全，而非监督强迫劳动；

1. Factory employees may freely move about designated areas within the premises without interference from management or security personnel. Security personnel are present solely for routine security duties to protect factory property and employee safety, not to supervise or enforce forced labor;

2、员工上班工作期间允许有合理理由时暂时离开岗位（如上卫生间、饮水、合理休息等）；工厂禁止不合理地限制员工的上厕所时间、就餐与饮水时间等、工间休息时间、就医时间以及宗教或风俗活动时间等；

2. Employees are permitted to temporarily leave their workstations during working hours for reasonable reasons (such as using the restroom, drinking water, or taking appropriate breaks); the factory shall not unreasonably restrict employees' restroom breaks, meal and water breaks, work breaks, medical appointments, or time for religious or customary activities;

3、工厂确保未安装密集的摄像头监控员工的一举一动以限制其自由，工厂安装摄像头等监控设备均系出于安全、保密等方面的考虑；

3. The factory ensures that surveillance cameras are not installed in a dense network to monitor employees' every move and restrict their freedom. All surveillance equipment, including cameras, is installed solely for safety and confidentiality purposes;

4、工厂不得没收员工的手机或其他通讯工具，使之无法与外界取得联系；除非是出于保密管理或者安全方面的考虑，且在此种情况下员工也可通过向班组长报备等方式和外界取得联系。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

4. Factories shall not confiscate employees' mobile phones or other communication devices, preventing them from contacting the outside world; unless such action is necessary for confidentiality management or safety reasons, in which case emp is committed to improving the work environment, ensuring a safer and more comfortable workplace for employees, and providing ample clean drinking water, restrooms, and private changing rooms.

(七) 员工在给公司合理的通知期限后，可以自由终止劳动合同；工厂禁止通过包括扣留未发工资、限制人身自由、施加精神威胁或心理虐待等在内的任何不合理手段阻挠员工的正常离职。

(VII) Employees may freely terminate their employment contracts after providing the company with reasonable notice. The factory prohibits any unreasonable means of obstructing employees' normal departure, including withholding unpaid wages, restricting personal freedom, or imposing psychological threats or mental abuse.

(八) 工厂通过培训等方式确保所有员工知晓工厂对待强迫劳动问题的原则与态度，并确保其知晓报告强迫劳动事件与风险的联系方式。员工可以就遭到的强迫劳动、发现别人收到的强迫劳动或者合理的怀疑和相信向直接上级、人事部门或合规部门进行汇报。

(VIII) The factory shall ensure that all employees are aware of the factory's principles and stance regarding forced labor through training and other means, and shall ensure they know the contact information for reporting incidents and risks of forced labor. Employees may report instances of forced labor they have experienced, observed others subjected to, or reasonably suspect and believe to exist to their supervisor, the human resources department, or the compliance department.


(九) 一旦工厂内发生强迫劳动事件，必须立即采取措施进行补救：

(IX) Should any incident of forced labor occur within the factory, immediate remedial measures must be taken:

1、不同等级的强迫劳动事件对应的补救措施与惩处措施：

1. Remedial and disciplinary measures corresponding to different levels of forced labor incidents:

等级	情节	对应补救措施	惩处
轻微	流程疏漏，但无实质强迫劳动危害	完善程序制度规定，填漏补缺，规范化流程，完善反强迫劳动合规形式、落实培训教育。	警告批评
一般	克扣工资、经济罚款等经济性的强迫劳动事实	即刻采取措施终止强迫劳动行为，对受害者已造成的经济损失进行补偿。。	记（大）过
严重	胁迫工作或限制	即刻采取措施终止强迫劳动行为，恢复受害者的自	解除劳动

	文件汇编 Document Compilation		文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies		共 169 页 Total 169
	离职、强迫加班、 强制拘禁等人身 性的强迫劳动事 实	由并保障其安全；如果受害者受到伤害，由工厂安 排立即送医治疗，所需的医药费、路费等均由工厂 支出；	合同

2、工厂应当积极与利益相关方开展强迫劳动事故发生的沟通汇报，告知当地劳动监管机构、被强迫劳动者的近亲属、工厂的全体员工以及其他对工厂社会责任绩效表现有关关注的其他相关方，不得瞒报谎报，保障相关方的知情权；

2. Factories shall actively communicate and report incidents of forced labor to stakeholders, including local labor regulatory authorities, the immediate family members of the victims of forced labor, all factory employees, and other parties concerned with the factory's social responsibility performance. They must not conceal or falsify information, and shall ensure that stakeholders' right to know is protected;

3、由运营监管组负责记录强迫劳动事故的调查与处理，做好过程留痕，并监测强迫劳动事故发生后，是否按照本程序要求开展相应的补救措施与落实惩处，并确认采取的补救措施落实，受强迫劳动者的经济权益与身心健康得到有效保护。此外，对事故发生后的纠正预防措施进行确认，确保相关流程得到完善、相关人员意识得到提升。

3. The Operations Oversight Team is responsible for documenting the investigation and resolution of forced labor incidents, maintaining a complete record of the process, and monitoring whether, following such incidents, remedial measures and disciplinary actions are implemented in accordance with this procedure. The team must also verify that the remedial measures have been fully implemented and that the economic rights and physical and mental well-being of the workers subjected to forced labor are effectively protected. In addition, the team must verify that corrective and preventive actions have been taken following the incident to ensure that relevant processes are improved and that awareness among relevant personnel is enhanced.

六、相关文件

VI.Related documents

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七、相关记录

VII.Related records

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	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory
 中天科技耐热导线工厂

Freedom of association and right to collective bargaining
 结社自由及集体谈判权利

内部公开文件

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中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025年10月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

结社自由及集体谈判权利

Freedom of association and right to collective bargaining

四、目的

I. Purpose

为保障员工的结社自由与集体谈判权利，尊重员工自由选举员工代表、组建和参加工人组织、并通过工会等代表谈判订立集体合约的权利，特制定本程序。

This procedure is established to safeguard employees' freedom of association and collective bargaining rights, respecting their right to freely elect worker representatives, form and join worker organizations, and negotiate and conclude collective agreements through representatives such as trade unions.

二、范围

II. Scope

本程序适用于工厂的所有员工，所有员工均平等地享有结社自由及集体谈判权利。

This procedure applies to all employees of the factory, and all employees equally enjoy freedom of association and the right to collective bargaining.

三、术语和定义

III. Terminology and definition


1、结社自由：指员工拥有自由组建、自由组织、自由参与工人组织（如工会），并通过该组织开展相关活动以维护自身权益，且在此过程中免受企业非法干涉与不公平对待的权利。

1. Freedom of Association: Refers to the right of employees to freely establish, organize, and participate in worker organizations (such as trade unions), and to conduct relevant activities through such organizations to protect their rights and interests, while being free from unlawful interference and unfair treatment by employers during this process.

2、集体谈判权利：指员工有权通过自主组建或自由加入的工人组织，代表全体或部分员工与企业就雇佣相关的各类核心事项进行平等协商并达成协议，且该谈判过程与参与谈判的员工均不受企业任何非法干预和不公平对待的权利。

2. Collective Bargaining Rights: The right of employees to engage in equal negotiations and reach agreements with employers on all core employment-related matters, either on behalf of all or a portion of the workforce, through worker organizations that are freely formed or voluntarily joined. This right includes protection against any unlawful interference or unfair treatment by the employer during the negotiation process or toward participating employees.

四、职责和权限

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

IV. Responsibilities

1、总经办负责本工厂结社自由及集体谈判权利的政策制定；

1. The General Affairs Office is responsible for formulating policies regarding freedom of association and collective bargaining rights within this factory.

2、人力资源部负责向工人声明与解释结社自由与集体谈判权利的具体内容，告知其工厂在此方面的立场与承诺；并负责定期组织召开与员工代表沟通交流的会议、妥善处理员工的建议与意见等并及时反馈。

2. The Human Resources Department is responsible for informing and explaining to workers the specific details of freedom of association and the right to collective bargaining, communicating the factory's stance and commitments in this regard. It is also responsible for regularly organizing meetings to communicate with employee representatives, properly handling employee suggestions and opinions, and providing timely feedback.

五、程序

V. Program file

(一) 本工厂全体员工均享受结社自由及集体谈判权利：

(I) All employees of this factory shall enjoy freedom of association and the right to collective bargaining:

1、所有员工均平等地享受选举权与被选举权，所有员工都可以自由选择是否参与员工代表的选举、是否给某位候选人投票等，同时所有员工都享有被推选为员工代表的权利（前提是其自愿接受成为员工代表并履行其职责）；

1. All employees equally enjoy the right to vote and be elected. Every employee is free to choose whether to participate in the election of employee representatives, whether to vote for a particular candidate, and so on. At the same time, all employees have the right to be nominated as employee representatives (provided they voluntarily accept the role and fulfill their responsibilities).

2、员工可以自由建立与组织工会组织或其他类似合法组织，并且可以自由选择加入或者退出此类组织。

2. Employees shall have the freedom to establish and organize labor unions or other similar lawful organizations, and shall have the freedom to join or withdraw from such organizations.

3、员工选举产生的员工代表可以与工厂高层管理就薪酬待遇、奖惩机制、工作时间、休息休假、保险福利、安全卫生、评选评优、职工培训、劳动纪律等方面进行沟通协商，进而达成集体合同或集体协议，双方均需履行其所规定的内容。员工代表与工厂需将沟通形成的规章制度、合同或协议向全体员工告知与解释。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

3. Employee representatives elected by the workforce may engage in communication and negotiation with senior factory management regarding compensation and benefits, reward and disciplinary mechanisms, working hours, rest and leave, insurance and welfare, safety and health, performance evaluations, employee training, and labor discipline. This process may lead to the establishment of a collective contract or collective agreement, with both parties obligated to fulfill the stipulated terms. Employee representatives and the factory shall inform and explain to all employees the rules and regulations, contracts, or agreements established through communication.

4、员工代表可以在工人空闲时间与其进行正常和合理的自由接触，并将直接将员工的任何意见反映给工厂管理层。

4. Employee representatives may engage in normal and reasonable interactions with workers during their free time and directly convey any employee feedback to factory management.

5、工人组织可以合理地在工厂内自由宣传、或在合适的区域张贴公告、告示等。

5. Workers' organizations may reasonably engage in free publicity within the factory premises or post announcements and notices in designated areas.

(二) 工厂尊重员工结社自由及集体谈判之权利，保证不以任何方式对其进行干扰影响：

(II) The factory respects employees' freedom of association and right to collective bargaining, and guarantees that it will not interfere with or influence these rights in any manner:

1、严禁工厂管理人员指定员工代表、或者通过威胁、利诱、劝阻等方式干扰员工选举，影响员工自由选举结果的公正性；

1. Factory management personnel are strictly prohibited from designating employee representatives or interfering with employee elections through threats, inducements, or dissuasion, thereby compromising the fairness of the free election results.

2、工厂不主动提出或是发起员工代表选举，也不得强制要求工人进行选举活动；工人选举是独立活动、是否选举员工代表、选举何人作为员工代表均由员工自主决定；

2. Factories shall not proactively propose or initiate elections for employee representatives, nor shall they compel workers to participate in election activities. Worker elections are independent activities; whether to elect employee representatives and whom to elect as such shall be determined solely by the employees themselves.

3、工厂保证不因员工参与选举或参加工会等其它组织对其产生任何形式的歧视行为，如对其降职、调整薪资等；

3. The factory guarantees that it will not engage in any form of discrimination against employees for participating in elections or joining unions or other organizations, such as demotion or salary adjustments.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

4、工厂确保员工代表在工资、福利等方面与其他员工享有平等的待遇，不得特殊对待。针对员工代表提出的任何问题、任何事项，工厂均不得对其进行打击、报复，工厂也不应当为维护己方利益而对员工代表进行直接贿赂或是通过礼物、款待、赞助等进行间接贿赂。

4.The factory shall ensure that employee representatives receive equal treatment with other employees in terms of wages, benefits, and other aspects, and shall not be given preferential treatment. The factory shall not retaliate against employee representatives for raising any issues or matters. Furthermore, the factory shall not directly bribe employee representatives to protect its own interests, nor shall it engage in indirect bribery through gifts, hospitality, sponsorships, or similar means.

5、工厂管理层通过定期举办的季度会谈与员工代表进行定期沟通，听取员工代表的各类投诉、意见与建议等；工厂管理层需对每一条投诉、意见或者建议进行针对性回复，在可能的情况下积极吸取其中的合理建议、纠正问题，持续改善。

5. Factory management engages in regular communication with employee representatives through quarterly meetings, listening to their various complaints, opinions, and suggestions. Management must provide targeted responses to each complaint, opinion, or suggestion, actively incorporating reasonable recommendations where possible, correcting issues, and pursuing continuous improvement.

六、相关文件

VI.Related documents

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七、相关记录

VII.Related records

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	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory

中天科技耐热导线工厂

Anti-Discrimination, Harassment, Abuse, and Remedial Procedures

内部公开文件

反歧视、骚扰、虐待及补救程序

文件编号 Document code: ZTTHRC-SR02-RLZY-005

受控文件
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中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

反歧视、骚扰、虐待及补救程序

Anti-Discrimination, Harassment, Abuse, and Remedial Procedures

一、目的

I. Purpose

为向所有员工提供一个公平、安全、自由和舒适的职场环境，使其免受任何歧视、骚扰和虐待，确保每位员工在录用、工资、待遇、培训机会、工作安排、升职、处分、解雇等方面受到公平的对待，保障员工的人身尊严和合法权益，特制定本管理规定。

To provide all employees with a fair, safe, free, and comfortable workplace environment, free from any discrimination, harassment, or abuse, and to ensure that every employee receives equitable treatment in hiring, wages, benefits, training opportunities, work assignments, promotions, disciplinary actions, and termination, thereby safeguarding employees' personal dignity and lawful rights and interests, these management regulations are hereby established.

二、范围

II. Scope

本程序适用于工厂内控制和处理任何可能发生的歧视、骚扰和虐待及补救已经发生的此类事件；并不仅限于工厂的员工，同时包括可能存在的外包与劳务人员；且可能适用对本工厂供应商/承包商的要求。

This program applies to the control and handling of any potential discrimination, harassment, and abuse within the factory, as well as the remediation of such incidents that have already occurred. It is not limited to factory employees but also includes outsourced and temporary workers who may be present. Requirements for the factory's suppliers/contractors may also apply.

三、术语和定义


III. Terminology and definition

(一) 歧视：是指依靠缺乏客观依据、固定的、先入为主的观念和态度，而对具有相同能力、教育、培训和经历并最终表现出相同的劳动效率的劳动者，在就业、定岗、升职、薪酬福利、培训机会等方面不公正对待。

(I) Discrimination: Refers to the unfair treatment of workers in employment, job assignment, promotion, compensation and benefits, training opportunities, and other aspects, based on unfounded, fixed, and preconceived notions and attitudes, despite possessing equivalent abilities, education, training, and experience, and ultimately demonstrating comparable work efficiency.

(二) 骚扰：是指违背他人意愿，以言语、文字、图像、音频、肢体行为等方式对他人实施骚扰的行为，尤其是性骚扰。

(II) Harassment: Refers to acts of harassment committed against another person against their will

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

through verbal, written, visual, audio, or physical means, particularly sexual harassment.

(三) 虐待：是指经常以打骂、冻饿、捆绑、强迫超体力劳动、限制自由、凌辱人格等各种方法，从肉体、精神上迫害、折磨、摧残，一般分为身体虐待、心理虐待、性虐待。

(III) Abuse: Refers to the persistent infliction of physical and mental harm through methods such as beating, verbal abuse, starvation, freezing, binding, forced labor beyond physical capacity, restriction of freedom, and humiliation. It is generally categorized into physical abuse, psychological abuse, and sexual abuse.

七、职责和权限

IV. Responsibilities

(一) 总经办：根据国家相关法律法规之规定，制订工厂的反歧视、反骚扰、反虐待政策条款并监督落地执行；

(I) General Manager's Office: Develop the factory's anti-discrimination, anti-harassment, and anti-abuse policy provisions in accordance with relevant national laws and regulations, and oversee their implementation.

(二) 人力资源部：为工厂反歧视、反骚扰、反虐待的主要控制部门，负责具体执行人力资源相关的管理控制措施并组织相关培训。人力资源部负责员工招聘、录用、调配、晋升、工资和奖金发放活动中的平等对待工作。并负责将工厂的反歧视、反骚扰、反虐待原则与政策纳入培训计划并监督开展执行。此外负责负责处理员工投诉，提供指导和支持，必要时报告高层管理。

(II) Human Resources Department: As the primary control department for anti-discrimination, anti-harassment, and anti-abuse policies within the factory, it is responsible for implementing specific human resources management controls and organizing relevant training. The Human Resources Department ensures equal treatment in employee recruitment, hiring, assignment, promotion, and the distribution of wages and bonuses. It integrates the factory's anti-discrimination, anti-harassment, and anti-abuse principles and policies into training programs and oversees their implementation. Additionally, it handles employee complaints, provides guidance and support, and escalates matters to senior management when necessary.

(三) 各部门经理：在工作分配、调配、员工晋升推荐、奖金评定和员工评审等活动中应当平等对待且不得对下属员工进行任何骚扰、虐待。

(III) Department Managers: In activities such as work assignment, personnel allocation, employee promotion recommendations, bonus evaluations, and employee performance reviews, managers shall treat all subordinates equally and shall not engage in any form of harassment or mistreatment toward them.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

五、程序

V. Program file

(一) 工厂严格禁止任何歧视行为：

(I) The factory strictly prohibits any discriminatory practices:

1、严格审查招聘的海报传单等材料 and 发布在各类网络招聘平台的文图，不得出现任何限制性性别、种族、宗教信仰、年龄、残疾、性取向、国籍、政治观点、社会地位和出生地域等的内容；

1. Strictly review recruitment materials such as posters and flyers, as well as text and images posted on various online recruitment platforms. They must not contain any content that discriminates based on gender, race, religious beliefs, age, disability, sexual orientation, nationality, political views, social status, or place of birth.

2、工厂的人力资源管理应当严格遵循《人力资源管理程序》，在面试、聘用、培训机会、工资报酬、工作分配、升迁、解聘、退休等同等工作问题上，禁止任何基于种族、民族、肤色、社会出身、所处阶层、地域、国籍、血统、宗教信仰、身体残疾、婚孕、性别、性取向、年龄、家庭责任、使用语言、婚姻状况、工会会员身份、政治立场等产生的歧视或者区别对待；

2. Human resources management at the factory shall strictly adhere to the Human Resources Management Procedures. Discrimination or differential treatment based on race, ethnicity, skin color, social origin, class, region, nationality, ancestry, religious beliefs, physical disability, marital status, pregnancy, gender, sexual orientation, age, family responsibilities, language used, marital status, union membership, or political affiliation.

3、充分尊重求职者的个人特点，以个人的工作能力来决定是否录用、工资待遇、培训机会和工作安排等；若能力素质水平相当、从事相同工作的员工的起薪是相同的；支付给员工的工资、奖金及提供给员工的培训机会等是根据员工的工作表现、工作职责所决定的；

3. Fully respect the individual characteristics of job applicants, determining hiring decisions, salary packages, training opportunities, and job assignments based solely on their work capabilities. Employees with comparable skill levels performing identical roles shall receive the same starting salary. Wages, bonuses, and training opportunities provided to employees shall be determined based on their work performance and job responsibilities.

4、严禁歧视女工，严格禁止询问女性应聘者的怀孕情况，或在录用前要求女性应聘者接受怀孕检测或相应化验以及童贞测试等；且不能以强制节育作为录用或继续聘用的条件。若女职工怀孕，应对妇女作合理的调整，保证孕妇不从事实质上有害健康的工作。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

4. Discrimination against female workers is strictly prohibited. It is strictly forbidden to inquire about a female applicant's pregnancy status, or to require female applicants to undergo pregnancy tests, related medical examinations, or virginity tests prior to employment. Furthermore, forced sterilization shall not be used as a condition for hiring or continued employment. If a female employee becomes pregnant, reasonable adjustments shall be made to ensure she is not assigned to work that is substantially harmful to her health.

5、不得以不正确的医疗检查（如：艾滋病、乙肝两对半等）决定聘用；

5. Employment decisions shall not be based on inaccurate medical examinations (e.g., HIV, hepatitis B surface antigen and antibody tests, etc.).

6、工厂不得出于歧视而采取各类手段威胁或引诱员工改变信仰或干涉其婚姻家庭状况、禁止其进行民族风俗活动等；并应满足员工涉及种族、社会阶层、国籍、宗教、残疾、性别、性取向、工会会员身份和政治从属所需要的权利；

6. Factories shall not use any means to threaten or coerce employees into changing their beliefs, interfere with their marital or family status, or prohibit them from participating in ethnic customs activities for discriminatory purposes. Factories shall also fulfill the rights of employees related to race, social class, nationality, religion, disability, gender, sexual orientation, union membership, and political affiliation.

7、犯错的员工在已得到相应处分后并已改正行为后，不应在当前的工作中受到歧视；


7. Employees who have made mistakes should not be discriminated against in their current work after receiving appropriate disciplinary action and correcting their behavior.

8、禁止在工作场所内，放置、粘贴、分发针对个人或者群体的基于种族、民族、肤色、社会出身、所处阶层、地域、国籍、血统、宗教信仰、身体残疾、婚孕、性别、性取向、年龄、家庭责任、使用语言、婚姻状况、工会会员身份、政治立场等的具有攻击性或不友善的文字、图片、材料等；

8. It is prohibited to place, post, or distribute within the workplace any offensive or hostile written materials, images, or other content targeting individuals or groups based on race, ethnicity, skin color, social background, class, region, nationality, ancestry, religious beliefs, physical disability, marital status or pregnancy, gender, sexual orientation, age, family responsibilities, language used, marital status, union membership, or political stance.

9、坚持同工同酬，对于从事相同工作，付出等量劳动且取得相同劳动成绩的劳动者，工厂应支付同等的劳动报酬。

9. Equal pay for equal work must be upheld. For workers performing the same job, exerting equal effort, and achieving the same results, the factory shall pay equal wages.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

10、所有员工在福利方面（如住宿条件、食堂餐食）应受公平对待。

10. All employees shall be treated fairly in terms of benefits (such as accommodation conditions and cafeteria meals).

(二) 工厂严格禁止任何骚扰行为：

(II) The factory strictly prohibits any form of harassment:

1、工厂严格禁止任何骚扰行为，尤其是上级经理或主管对下属员工利用职级权限进行任何骚扰和员工之间通过肢体接触、言语调戏、环境布置等方法进行性骚扰；

1. The factory strictly prohibits any form of harassment, particularly when managers or supervisors exploit their authority to harass subordinates, or when employees engage in sexual harassment through physical contact, verbal advances, or the creation of an intimidating environment.

2、严格禁止任何人利用生理优势以武力方式对其他员工进行骚扰，也禁止任何人以提供福利待遇、工作机会等进行利益交换而对其他员工进行骚扰；

2. It is strictly prohibited for anyone to harass other employees by exploiting physical strength through forceful means. It is also prohibited for anyone to harass other employees by offering benefits, job opportunities, or other forms of compensation in exchange for favors.

3、骚扰的常见形式包括：肢体骚扰、语言骚扰、电话骚扰、短信骚扰等等；凡是违背受骚扰者本人意愿的无理由骚扰均为禁止；

3. Common forms of harassment include: physical harassment, verbal harassment, telephone harassment, text message harassment, and so on; any unwarranted harassment against the will of the victim is prohibited.

4、性骚扰具体而言有常见的有以下常见情形，皆属禁止：

4. Sexual harassment specifically includes the following common scenarios, all of which are prohibited:

a. 询问个人的性隐私、性生活；

a. Inquiring about an individual's sexual privacy or sexual activities;


b. 使用性语言、性笑话、书面或口头提及性行为；

b. Using sexual language, sexual jokes, or written or verbal references to sexual acts;

c. 对他人的衣着、外表和身材进行带有性意味的评论，或评论他人性活动、缺陷、能力；

c. Making sexually suggestive comments about others' clothing, appearance, or physique, or commenting on others' sexual activities, deficiencies, or capabilities;

d. 带有性意味的接触或抚摸他人身体、故意擦撞、强行搭肩膀或手臂、故意紧贴他人等；

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

d. Engaging in sexually suggestive contact or touching another person's body, intentionally bumping into someone, forcibly placing an arm or shoulder on another person, or deliberately standing in close proximity to someone;

e. 用手或其他部位做出有性暗示的动作、用暧昧的眼光打量他人等；

e. Making sexually suggestive gestures with hands or other body parts, or casting suggestive glances at others;

f. 直接或间接地表示以性服从作为雇佣条件；

f. Directly or indirectly indicating that sexual compliance is a condition of employment;

g. 禁止要求提供性服务以换取利益，甚至以威胁的手段，强迫进行性行为；

g. Prohibiting the solicitation of sexual services in exchange for benefits, including coercing sexual acts through threats;

h. 禁止展示与带有性意味的物品，如色情书刊、海报、音像制品等；

h. Display of sexually suggestive items, such as pornographic publications, posters, audio-visual materials, etc., is prohibited

i. 禁止制造令人恐惧的、不友善的、羞辱性的以及令人生厌的工作环境。

i. It is prohibited to create a work environment that is intimidating, unfriendly, humiliating, or repulsive.

(三) 工厂严格禁止任何虐待行为：

(III) The factory strictly prohibits any form of abuse:

1、禁止对员工进行任何导致身体、精神或心理伤害的蓄意伤害、身体接触、口头威胁或言语诋毁等；

1. Prohibited acts include any intentional harm, physical contact, verbal threats, or verbal defamation that causes physical, mental, or psychological harm to employees.

2、各部门管理人员在日常管理工作中，特别是在员工出现问题、错漏时，应与员工合理的双向沟通，聆听他们的问题、困难与意见，并尽量以鼓励的方式处理。切勿对员工大声呼喝，更不得以粗言秽语辱骂员工或对他们进辱骂、折磨、体罚等形式的虐待；员工的言行应谦让谨慎，同时应该和睦相处，并保持高度的合作，下属应尊重上级，服从其合理的工作安排，积极配合上级完成工作任务。

2. In daily management, particularly when employees encounter issues or make mistakes, managers should engage in reasonable two-way communication with staff. Listen to their problems, difficulties, and opinions, and handle matters in an encouraging manner whenever possible. Under no circumstances should managers shout at employees, use abusive language, or subject them to mistreatment such as verbal abuse, harassment, or physical punishment. Employees should conduct

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

themselves with humility and prudence, fostering harmonious relationships and maintaining high levels of cooperation. Subordinates must respect their superiors, comply with reasonable work assignments, and actively assist in accomplishing tasks.

(四) 报告与处理

员工遭受到任何歧视、骚扰或者虐待，或者发现有员工受到任何此类行为，或者是基于合理的怀疑或相信认为有此类行为发生或有发生的可能，可立即与直属上级、人事部门或者合规部门进行报告。相关部门需要立即启动调查程序。

(IV) Reporting and Handling

Employees who experience any discrimination, harassment, or abuse, or who discover that another employee has experienced any such conduct, or who reasonably suspect or believe that such conduct has occurred or may occur, may immediately report it to their direct supervisor, the Human Resources Department, or the Compliance Department. The relevant department must immediately initiate an investigation.


(四) 补救程序

(V) Remedial Procedures

1、不同等级的歧视、骚扰、虐待事件对应的补救措施与惩处措施：

1. Remedial and disciplinary measures corresponding to different levels of discrimination, harassment, and abuse:

等级	情节	对应补救措施	惩处
轻微	言语歧视、轻微言语骚扰、口头怠慢冷暴力，无身体接触、无实质身心伤害或实质性影响	①立即制止不当行为，对施害方要求向受害员工正式致歉，做好情绪安抚； ②在部门内开展反歧视、反骚扰、反虐待的基础培训。	警告批评
一般	持续性歧视、低俗言语骚扰、恶意排挤、轻微人格侮辱、管理虐待，造成明显心理压力或职场孤立以及不公正不平等的	①要求施害方向受害者书面道歉、给予心理疏导与人文关怀； ②调整工位、班次、班组，避免双方继续接触； ③在全厂范围内开展反歧视、反骚扰、反虐待教育培训，并编写发布事故报告。	记（大）过

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

	待遇		
严重	肢体虐待、明显性骚扰、恶意霸凌、身份歧视排挤造成身心创伤、公开羞辱、群体性欺凌	①倘若因歧视、骚扰或虐待而造成员工收到生理、心理或精神上的伤害或创伤，由工厂立即安排送至有资质治疗的医疗机构进行医治，所需车费、医疗费如侵权人拒绝或者无能力支付的，工厂应先行垫付以免耽误治疗； ②要求施害方向受害者郑重书面道歉、对受害方给予心理疏导与人文关怀； ③在全厂范围内开展反歧视、反骚扰、反虐待教育培训，并编写发布事故报告，作为典型案例； ④必要时联系公安机关，追究施害方的法律责任。	解除劳动合同

2、工厂应当积极与利益相关方开展歧视、骚扰、虐待事故发生的沟通汇报，告知当地劳动监管机构、公安机关、司法机关、被歧视、骚扰或虐待者的近亲属、工厂的全体员工以及其他对工厂社会责任绩效表现有关关注的其他相关方，不得瞒报谎报，保障相关方的知情权；

2. Factories should proactively communicate and report incidents of human trafficking to relevant stakeholders, including local labor inspection authorities, public security agencies, judicial authorities, the immediate family members of the victims, all factory employees, and other parties concerned with the factory's social responsibility performance. They must not conceal or falsify information, and must ensure that relevant parties are fully informed;

3、由运营监管组负责记录歧视、骚扰、虐待事故的调查与处理，做好过程留痕，并监测歧视、骚扰、虐待事故发生后，是否按照本程序要求开展相应的补救措施与落实惩处，并确认采取的补救措施落实，受歧视、骚扰、虐待者的正常权利和身心健康得到有效保护。此外，对事故发生后的纠正预防措施进行确认，确保相关流程得到完善、相关人员意识得到提升。

3. The Operations Oversight Team is responsible for documenting the investigation and resolution of incidents involving discrimination, harassment, and abuse, ensuring a complete record of the process. The team must also monitor whether, following such incidents, remedial measures and disciplinary actions are implemented in accordance with this procedure, and verify that the remedial measures have been effectively carried out, ensuring that the legitimate rights and physical and mental well-being of the victims of discrimination, harassment, and abuse are effectively protected. In addition, the team shall verify that corrective and preventive measures have been implemented following an incident to ensure that relevant processes are improved and that awareness among relevant personnel is enhanced.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

六、相关文件

VI.Related documents

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七、相关记录

VII.Related records

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	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory
中天科技耐热导线工厂

Inclusivity and Diversity Promotion Procedure
包容性与多元化促进程序

内部公开文件

文件编号 Document code: ZTTHRC-SR02-RLZY-006

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中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025 年 02 月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

包容性与多元化促进程序

Inclusivity and Diversity Promotion Procedure

五、目的

I. Purpose

为实现工厂更高水平的包容性与多元化，并通过有效的包容性与多元化建设反哺工厂发展，在员工队伍建设、职场环境优化、创新思维激发、总体发展潜力等方面提升各项绩效表现，特制定本程序。

This procedure is established to achieve higher levels of inclusion and diversity within the factory, and to enhance overall performance in areas such as workforce development, workplace environment optimization, innovation stimulation, and overall development potential through effective inclusion and diversity initiatives that in turn support factory growth.

二、范围

II. Scope

本程序主要侧重于工厂的员工团队建设、工作环境优化与供应商管理提升等方面。从劳动关系方面，程序适用于从员工招聘入职一直持续到劳动关系结束。

This program primarily focuses on team building for factory employees, optimizing the work environment, and enhancing supplier management. From the perspective of labor relations, the program applies throughout the entire employment life cycle, from employee recruitment and lasting to the termination of the employment relationship.

三、术语和定义

III. Terminology and definition

(一) 包容性：包容性与公平性、反歧视息息相关，强调让不同背景、身份的个体都能被工厂所接纳并融入其中，要求机会均等、平等对待。

(I) Inclusivity: Inclusivity is intrinsically linked to fairness and anti-discrimination, emphasizing that individuals from diverse backgrounds and identities are accepted and integrated into the factory environment. It requires equal opportunities and equitable treatment.

(二) 多元化：多元化是高水平包容性的具体外在表现，以包容性为基础，进一步保障性别平衡、残障人士的正常工作、少数群体的合法权益与自由以及少数民族和外籍人士的工作机会等。多元化也是工厂破除单一采购、提升供应链管理水平的要求。

(II) Diversity: Diversity is the concrete manifestation of high-level inclusivity. Building upon inclusivity, it further safeguards gender balance, ensures normal working conditions for persons with disabilities, protects the legitimate rights, interests, and freedoms of minority groups, and guarantees

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

employment opportunities for ethnic minorities and foreign nationals. Diversity also represents a requirement for factories to break away from single-source procurement and elevate supply chain management standards.

八、职责和权限

IV.Responsibilities

(一) 总经办负责工厂包容性与多元化总体政策的制定与修改、并监督内部包容性与多元化的达成情况：

(I) General Manager's Office is responsible for formulating and revising the overall policies on inclusion and diversity within the factory, and for overseeing the achievement of internal inclusion and diversity goals.

(二) 人力资源部负责招聘、面试等环节具体的包容性与多元化措施的执行，组织相关的包容性与多元化培训（尤其是关于减轻或消除无意识偏见和工厂多元化目标的培训）并受理人力资源管理相关的包容性与多元化投诉。

(II)The Human Resources Department is responsible for implementing specific inclusion and diversity measures in recruitment, interviewing, and related processes; organizing relevant inclusion and diversity training (particularly regarding mitigating or eliminating unconscious bias and factory diversity goals); and handling inclusion and diversity complaints related to human resources management.

(三) 采购部负责供应商的多元化开发、保证采购来源的多样性，持续破除单一采购。

(III)The Procurement Department is responsible for diversifying supplier development, ensuring diversity in procurement sources, and continuously eliminating single-source procurement.

(四) 各部门负责配合工厂的包容性与多元化战略与政策，做好本部门内的监管工作。

(IV) Each department is responsible for supporting the factory's inclusion and diversity strategy and policies, and for ensuring compliance within their respective departments.

五、程序

V.Program file

(一) 员工团队建设

(I) Employee Team Building

1、为吸引来自不同背景的人才，工厂将拓展多元化的招聘渠道；除传统的招聘网站、校园招聘外，还将积极参与各类多元化人才招聘会，或者与相关社区组织合作等，以确保能够接触到更广泛的潜在求职者群体。

1. To attract talent from diverse backgrounds, the factory will expand its recruitment channels. In addition to traditional job boards and campus recruitment, it will actively participate in various

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

diversity-focused job fairs and collaborate with relevant community organizations to ensure access to a broader pool of potential candidates.

2、工厂坚持平等竞争、择优录用、任人唯贤的原则，坚持反歧视政策，承诺不基于种族、民族、肤色、社会出身、所处阶层、地域、国籍、血统、宗教信仰、身体残疾、婚孕、性别、性取向、年龄、家庭责任、使用语言、婚姻状况、工会会员身份、政治立场等产生任何歧视，具体执行参见《反歧视、骚扰、虐待及补救程序》。


2. The factory adheres to the principles of equal competition, merit-based hiring, and selection based on ability. It upholds an anti-discrimination policy and commits to not discriminating on the basis of race, ethnicity, skin color, social origin, class, region, nationality, ancestry, religious beliefs, physical disability, marital status or pregnancy, gender, sexual orientation, age, family responsibilities, language used, marital status, union membership, or political stance. For specific implementation details, refer to the Anti-Discrimination, Harassment, Abuse, and Remediation Procedures.

3、工厂鼓励建设多元化的人才队伍，不同背景的员工能为工厂带来不一样的创新思维和丰富视角；在招聘决策过程中，将综合考虑求职者的综合素质，而非单一因素；在面试过程中注意营造包容、友好的氛围，让求职者能够充分展示自己的能力和潜力。

3. The factory encourages building a diverse workforce, as employees from varied backgrounds bring unique innovative thinking and rich perspectives. During the hiring process, we evaluate candidates based on their overall qualifications rather than focusing on a single factor. We strive to create an inclusive and welcoming atmosphere during interviews, enabling candidates to fully showcase their abilities and potential.

4、工厂积极推动性别平衡岗位的识别与招聘，定期开展岗位性别分布分析，结合行业人才结构数据、工厂业务战略及团队协作需求，识别性别代表性不足岗位，明确研发、生产、管理等各序列中需优化性别平衡的岗位清单，界定性别平衡范围，作为招聘及人才发展的参考依据；针对识别出的性别失衡岗位，在招聘中设置差异化推进策略。若为女性稀缺岗位（如工程技术类），通过与女子职业院校、女性技术社群合作，定向发布招聘信息，举办女性专场技术分享会+招聘活动，降低女性求职门槛顾虑；若为男性稀缺岗位（如客服、人力资源类），联合男性职业发展平台、高校相关社团推广，设计贴合男性职业发展诉求的岗位宣传内容。同时，在招聘制度中明确，对性别失衡岗位的招聘，当简历筛选、面试评估等环节出现同质性高分候选人群时，优先补足性别缺口，逐步推动岗位性别占比向平衡范围靠拢，每年对岗位性别平衡进度进行复盘调整，确保政策持续有效。

4. The factory actively promotes the identification and recruitment for gender-balanced positions. It regularly conducts gender distribution analyses for roles, combining industry talent structure data,

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

factory business strategies, and team collaboration needs to identify positions with underrepresented genders. It establishes a list of roles requiring gender balance optimization across R&D, production, management, and other sequences, defining the scope of gender balance as a reference for recruitment and talent development. For identified gender-imbalanced positions, differentiated advancement strategies are implemented during recruitment. For female-underserved roles (e.g., engineering and technical positions), the factory collaborates with women's vocational colleges and female technical communities to release targeted recruitment information and host women-only technical sharing sessions + recruitment events, thereby lowering barriers to entry for female applicants. For male-underserved roles (e.g., customer service and human resources positions), the factory partners with male career development platforms and relevant university clubs to promote roles, designing job advertisements tailored to male career development aspirations. Simultaneously, recruitment policies should explicitly state that for gender-imbalanced positions, when highly qualified candidates with similar profiles emerge during resume screening or interview evaluations, priority should be given to filling gender gaps. This approach gradually advances the gender ratio toward equilibrium. Annual reviews and adjustments to progress toward gender balance should be conducted to ensure the policy's sustained effectiveness.

5、工厂保证残障人士的就业机会与正常工作，残疾员工在招聘环节中享有与其他求职者平等的就业机会，工厂将根据他们的能力和岗位匹配度进行公平选拔，不因其残疾状况而产生歧视或更改录用标准；工厂致力于为残疾员工提供合理便利，使其能够充分参与招聘过程并胜任工作，在招聘阶段，若残疾求职者因身体原因需要特殊安排，如需要提供无障碍面试场地、延长面试时间、使用辅助设备等等，工厂将积极配合并尽可能满足其合理需求；

5. The factory guarantees employment opportunities and normal work for persons with disabilities. Disabled employees enjoy equal employment opportunities with other job applicants during the recruitment process. The factory will conduct fair selection based on their abilities and job suitability, without discrimination or altered hiring standards due to their disability status. The factory is committed to providing reasonable accommodations to ensure disabled employees can fully participate in the recruitment process and perform their duties effectively. During recruitment, if a disabled applicant requires special arrangements due to physical limitations—such as accessible interview venues, extended interview times, or assistive devices—the factory will actively cooperate and accommodate their reasonable needs to the greatest extent possible.

6、工厂持续推动民族、种族的包容性与多样化，对于少数民族，一视同仁，尊重其风俗习惯等，积极吸纳其加入工厂团队，帮助其尽早融入；对于外籍，在海外市场销售方面积极推动招用当地员工，助力实现员工队伍的多样化。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

6. The factory continuously promotes ethnic and racial inclusivity and diversity. For ethnic minorities, it treats all equally, respects their customs and traditions, actively recruits them into the factory team, and helps them integrate as soon as possible. For foreign nationals, it actively promotes the hiring of local employees in overseas market sales to help achieve workforce diversity.

(二) 工作环境优化

(II) Work Environment Optimization

1、工厂鼓励其他员工与残疾员工、少数民族员工等少数群体员工相互理解、相互支持，组织相应活动，营造和谐包容的工作氛围；

1. The factory encourages other employees to foster mutual understanding and support with employees from minority groups, such as those with disabilities and ethnic minorities. It organizes relevant activities to cultivate a harmonious and inclusive work environment.

2、工厂对办公场所进行无障碍改造，确保残疾员工能够自由通行和使用办公设施。例如，设置无障碍通道、改造卫生间、调整办公家具高度等，以适应不同残疾员工的工作与生活需求；

2. The factory has implemented barrier-free modifications to its office spaces to ensure employees with disabilities can freely access and use office facilities. Examples include installing accessible pathways, renovating restrooms, and adjusting the height of office furniture to accommodate the work and daily needs of employees with various disabilities.

3、开展多样化的针对性培训活动，以促进与支撑内部包容性与多元化，尤其是：


3. Conduct diverse targeted training activities to promote and support internal inclusion and diversity, particularly:

a)为帮助残疾员工更好地适应所处的工作岗位，工厂提供的针对性的培训和支持，涵盖入职培训、岗位技能培训以及职业发展规划指导等，帮助残疾员工持续提升工作能力，实现个人职业发展目标；

a) To help employees with disabilities better adapt to their job roles, the factory provides targeted training and support, including onboarding training, job-specific skills training, and career development planning guidance. This helps employees with disabilities continuously enhance their work capabilities and achieve their personal career development goals.

b)为确保反歧视落实而安排的各种针对无意识偏见的培训，以尽可能削弱或消除各种无意识偏见，如性别偏见、年龄偏见、样貌偏见、光环效应、尖角效应、从众偏见、相近偏见、权威偏见、感知偏见等等。

b) Various unconscious bias training programs arranged to ensure the implementation of anti-discrimination measures, aiming to minimize or eliminate unconscious biases such as gender bias, age bias, appearance bias, the halo effect, the horn effect, conformity bias, proximity bias, authority

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

bias, and perceptual bias.

(三) 供应商管理

(III) Supplier Management

工厂根据供应商的数量和采购金额识别业务痛点，特别针对单一来源、供应商不足三家或市场竞争不充分的情形进行深入分析，分优先级(轻重缓急/迫切性)制定阶段性导入计划，推动供应商多样化的实现。

The factory identifies business pain points based on supplier quantity and procurement value, conducting in-depth analysis particularly for scenarios involving single-source suppliers, fewer than three suppliers, or insufficient market competition. It establishes phased implementation plans prioritized by urgency and criticality to drive the realization of supplier diversification.

六、相关文件

VI.Related documents

《反歧视、骚扰、虐待及补救程序》 ZTTHRC-SR02-RLZY-005

《Anti-Discrimination, Harassment, Abuse, and Remedial Procedures》

ZTTHRC-SR02-RLZY-005

七、相关记录

VII.Related records

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	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory

中天科技耐热导线工厂

Anti-Human Trafficking and Slavery Remedies Procedure

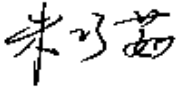
反人口贩卖与奴役及补救程序

内部公开文件

文件编号 Document code: ZTTHRC-SR02-RLZY-007

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中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025年07月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

反人口贩卖与奴役及补救程序

Anti-Human Trafficking and Slavery Remedies Procedure

六、目的

I. Purpose

为确保及时发现因任何原因在工厂发生的人口贩卖或奴役的，并根据有关标准和法规要求妥善处理此类事件，并在不幸发生时及时补救人口贩卖与奴役的后果，特制定本程序。

This procedure is established to ensure the timely detection of any instances of human trafficking or slavery occurring within the factory for any reason, to properly address such incidents in accordance with relevant standards and regulatory requirements, and to promptly remedy the consequences of human trafficking and slavery should they unfortunately occur.

二、范围

II. Scope

本程序适用于工厂内控制和处理任何可能发生的人口贩卖与奴役及补救已经发生的人口贩卖与奴役事件，并不仅局限于工厂的员工，同时包括可能存在的外包与劳务人员；且可能适用对本工厂供应链合作伙伴的要求。


This program applies to the control and handling of any potential human trafficking and slavery incidents within the factory, as well as the remediation of such incidents that have already occurred. It is not limited to factory employees but also includes outsourced and labor personnel who may be present. Requirements may also apply to the factory's supply chain partners.

三、术语和定义

III. Terminology and definition

(一) 人口贩卖：指为剥削目的而通过暴力威胁或使用暴力手段，或通过诱拐、欺诈、欺骗、滥用权力或滥用脆弱境况等其他形式的胁迫，或通过授受酬金或利益取得对另一人有控制权的某人的同意等手段招募、运送、转移、窝藏或接收人员。其中剥削应至少包括利用他人卖淫进行剥削或其他形式的性剥削、强迫劳动或服务、奴役或类似奴役的做法、劳役或切除器官。

1. Human Trafficking: The recruitment, transportation, transfer, harboring, or receipt of persons, by means of the threat or use of force or other forms of coercion, including abduction, fraud, deception, abuse of power or vulnerability, or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, exploitation of prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude, or the

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

removal of organs.

(二) 奴役：指通过强制手段完全控制他人，使其丧失自由并被迫服从支配的行为，这种人身控制模式在当代社会仍以“现代奴隶制”形式存在，即指个人因遭受胁迫、暴力、欺骗或滥用权利而无法拒绝或逃离被剥削境遇的社会现象。

2. Enslavement: Refers to the act of exercising complete control over another person through coercive means, depriving them of freedom and compelling obedience. This form of personal control persists in contemporary society as “modern slavery” — a social phenomenon where individuals, subjected to threats, violence, deception, or abuse of power, are unable to refuse or escape exploitative circumstances.

九、职责和权限

IV.Responsibilities

(一) 总经办负责确定本工厂对人口贩卖与奴役问题的原则与方针并监督实际执行情况；

1. General Manager's Office is responsible for establishing the factory's principles and policies regarding human trafficking and slavery, and for overseeing their implementation.

(二) 人力资源部根据相关要求，负责日常控制避免出现人口贩卖与奴役事件或嫌疑，确保全体员工均不涉及此类事件，同时应确保通过培训、公示等将本程序向所有员工传达。

2. The Human Resources Department is responsible for implementing daily controls to prevent incidents or suspicions of human trafficking and slavery, ensuring that all employees remain unaffiliated with such activities. It must also ensure that this procedure is communicated to all employees through training, public notices, and other appropriate means.

五、程序

V.Program file

(一) 工厂禁止一切形式的人口贩卖与奴役，包括禁止招用被贩卖与奴役者和禁止内部员工贩卖与奴役他人；工厂对各项劳动用工政策定期评审，确保符合法律法规、相关标准和客户要求。

(I) The factory prohibits all forms of human trafficking and slavery, including the recruitment of trafficked or enslaved individuals and the internal trafficking or enslavement of others by employees. The factory conducts regular reviews of all labor policies to ensure compliance with laws, regulations, relevant standards, and customer requirements.

(二) 人力资源部负责落实员工招聘与入职环节的人力资源控制方式，以避免被贩卖和被奴役者的误入：

(II) The Human Resources Department is responsible for implementing human resource control

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

measures during employee recruitment and onboarding to prevent the inadvertent hiring of trafficked individuals or enslaved persons:

1、在面试、交流时明确传达工厂反对人口贩卖与奴役的原则与基本政策；

1. Clearly communicate the factory's principles and fundamental policies against human trafficking and slavery during interviews and discussions;

2、对所有拟录用人员做好基本的背景调查、对外籍劳工等部分高风险人员执行更全面的身份核实与背景调查，确保未录用贩卖与奴役相关人员；

2. Conduct basic background checks on all prospective hires, and implement more comprehensive identity verification and background screening for high-risk individuals such as foreign workers to ensure no persons associated with trafficking or slavery are recruited.

3、入职时，就工厂的禁止人口贩卖与奴役的政策与要求与新员工进行沟通，共同促进用工安全；并鼓励其积极报告实际与可能的此类事件。


3. Upon hiring, communicate the factory's policies and requirements prohibiting human trafficking and forced labor to new employees to jointly promote workplace safety; and encourage them to actively report actual and potential incidents of this nature.

(三) 工厂严禁任何员工从事奴隶贩卖、使用任何方式使人沦为奴隶，包括以转卖或交换为目的取得奴隶的行为、以任何运送方式将奴隶贩卖或运输的行为；严禁拐骗贩卖妇女儿童和其他人口，包括以出卖为目的拐骗、收买、贩卖、接送、中转妇女儿童；诱骗强迫被拐卖的妇女卖淫或者被拐卖的妇女卖与他人迫使其卖淫；将被拐骗的妇女儿童卖往国外、境外等等。

(III) The factory strictly prohibits any employee from engaging in slave trafficking or reducing any person to slavery by any means, including acquiring slaves for the purpose of resale or exchange, or transporting or trafficking slaves by any mode of conveyance; It is strictly prohibited to abduct, traffic, or sell women, children, or other persons, including abducting, purchasing, trafficking, transporting, or transiting women and children for the purpose of sale; deceiving or coercing trafficked women into prostitution or selling trafficked women to others to force them into prostitution; or selling abducted women and children abroad or to foreign territories, etc.

(四) 如果员工在工作中遭受或者发现人口贩卖与奴役、或者有合理理由或观念认为发生或可能发生人口贩卖或奴役的，应当立即向上级、人事部门或合规部门等进行汇报；相关部门接受到报告后需要立即启动调查程序。工厂保证员工不因合理的报告而遭受对其或亲属朋友的打击报复。

(IV) If an employee witnesses or discovers human trafficking or slavery in the workplace, or has reasonable grounds or belief that such activities are occurring or may occur, they shall immediately report it to their supervisor, the human resources department, or the compliance department. Upon

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

receiving such a report, the relevant department must promptly initiate an investigation. The factory guarantees that employees will not face retaliation against themselves, their relatives, or friends for making a legitimate report.

(五) 补救程序:

(5) Remedial Procedures:


1、不同等级的人口贩卖事件对应的补救措施与惩处措施:

1. Remedial and punitive measures corresponding to different levels of human trafficking cases:

等级	情节	对应补救措施	惩处
轻微	内部针对人口贩卖的调查审查规定执行不到位,但最终未涉及雇佣被贩卖人员的	完善程序制度规定,填漏补缺,规范化流程,完善反人口贩卖合规形式、落实培训教育。	警告批评
一般	不知情过失雇佣、无主观恶意、无剥削行为	①一旦发现工厂错误招用了被贩卖者或被奴役者,工厂需立即采取措施安排停工,恢复受害者的自由状态并保障其身心安全;如果受害者已受到伤害,由工厂安排立即送医治疗,所需的医药费、路费等均由工厂支出; ②工厂需要立即联系当地公安部门并移送受害者,并与其近亲属取得联系,沟通被贩卖奴役者的状况,并积极配合公安或司法部门的调查活动。	记(大)过
严重	故意纵容、知情不报、深度剥削	除了一般等级中的补救措施,需确保协助追究落实责任人的法律责任。	解除劳动合同

2、工厂应当积极与利益相关方开展人口贩卖事故发生的沟通汇报,告知当地劳动监管机构、公安机关、司法机关、被人口贩卖者的近亲属、工厂的全体员工以及其他对工厂社会责任绩效表现有关关注的其他相关方,不得瞒报谎报,保障相关方的知情权;

2. Factories should proactively communicate and report incidents of human trafficking to relevant stakeholders, including local labor inspection authorities, public security agencies, judicial authorities, the immediate family members of the victims, all factory employees, and other parties concerned with the factory's social responsibility performance. They must not conceal or falsify information, and must ensure that relevant parties are fully informed;

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

3、由运营监管组负责记录人口贩卖事故的调查与处理，做好过程留痕，并监测人口贩卖事故发生后，是否按照本程序要求开展相应的补救措施与落实惩处，并确认采取的补救措施落实，受人口贩卖者的身心健康得到有效保护与挽救。此外，对事故发生后的纠正预防措施进行确认，确保相关流程得到完善、相关人员意识得到提升。

3. The Operations Oversight Team is responsible for documenting the investigation and resolution of human trafficking incidents, maintaining a detailed record of the process, and monitoring whether appropriate remedial actions and disciplinary measures are implemented in accordance with this procedure following an incident. The team must also verify that the remedial measures have been fully implemented and that the physical and mental well-being of the victims has been effectively protected and restored. Additionally, the team must confirm that corrective and preventive measures have been implemented following an incident to ensure that relevant processes are improved and that awareness among relevant personnel is enhanced.

六、相关文件

V.Related documents

《反强迫劳动与补救程序》 ZTTHRC-SR02-RLZY-003

Anti-Forced Labor and Remedial Procedures ZTTHRC-SR02-RLZY-003

七、相关记录

VII.Related records

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	文件汇编 Document Compilation	文件编号 Document code: ZTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory
中天科技耐热导线工厂

内部公开文件

Disciplinary Action Control Procedure
惩戒性措施控制程序

文件编号 Document code: ZTHRC-SR02-RLZY-002

受控文件
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Zhongtian Technology Heat Resistant Conductor Factory

2025 年 10 月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

惩戒性措施控制程序

Disciplinary Action Control Procedure

一、目的

I. Purpose

为保障工厂员工的合法权益，确保内部各类惩罚性措施符合社会责任标准及相关的法律法规要求，规范惩罚性措施的实施流程，做到公平、公正、公开，避免产生任何不合理的处罚，维护工厂与员工之间的和谐劳动关系，特制定本程序。

To safeguard the lawful rights and interests of factory employees, ensure that all internal disciplinary measures comply with social responsibility standards and relevant laws and regulations, standardize the implementation process of disciplinary actions, achieve fairness, impartiality, and transparency, prevent any unreasonable penalties, and maintain harmonious labor relations between the factory and its employees, this procedure is hereby established.

二、范围

II. Scope

本程序适用于对所有员工进行的任何形式的惩戒。

This procedure applies to any form of disciplinary action taken against all employees.

三、术语和定义

III. Terminology and definition


惩戒性措施：指工厂为维护正常的生产经营秩序、规范员工的职业行为，依据内部合规制定的规章制度，针对员工违反劳动纪律、岗位职责或规章制度的行为，所采取的具有警示、纠正或惩戒性质的措施。此类措施的核心目的是通过合法、适度的约束手段，引导员工自觉遵守规则，而非为了单纯惩罚；同时保障员工的知情权、申辩权与申诉权。

Disciplinary Measures: Measures taken by the factory to maintain normal production and operational order and regulate employees' professional conduct. These measures are implemented in accordance with internal compliance regulations and rules, targeting employee violations of labor discipline, job responsibilities, or established policies. They serve a warning, corrective, or punitive purpose. The core objective of such measures is to guide employees toward voluntary compliance through lawful and proportionate constraints, rather than merely to punish. Concurrently, they safeguard employees' rights to information, defense, and appeal.

十、职责和权限

IV. Responsibilities

(一) 总经办：负责确定本工厂惩戒性措施的基本原则与限制，以及审核确认对应级别的

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

惩罚性措施；

1. General Administration Office: Responsible for establishing the fundamental principles and limitations of disciplinary measures within this factory, as well as reviewing and confirming disciplinary actions at corresponding levels.

(二) 人力资源部：负责与各部门讨论确定工厂内部可采用的惩戒性措施的种类，并向全体员工宣贯本程序的要求，以及审核相应级别的惩罚性措施和接收处理员工对惩戒性措施异议的申诉抗辩。此外，负责受理员工对惩戒性措施的异议，必要时向高层管理汇报。

2. Human Resources Department: Responsible for discussing and determining with all departments the types of disciplinary actions applicable within the factory, communicating the requirements of this procedure to all employees, reviewing disciplinary actions at the corresponding levels, and receiving and processing employee appeals or objections to disciplinary actions. Additionally, handle employee appeals against disciplinary actions and escalate matters to senior management when necessary.

(三) 各部门：负责按照本程序与其他各文件的规定在必要时进行合规惩戒。

3. Any other department: Responsible for imposing disciplinary actions in accordance with this procedure and other relevant documents when necessary.

五、程序

V. Program file

(一) 惩戒性措施的基本原则

(I) Basic Principles of Disciplinary Measures

1、公平性原则：所有的惩戒性措施不因受惩戒人的身份、职位、性别、种族、籍贯和年龄产生区别，而造成不合理的虚增、加重、逃避与减轻；

1. Principle of Fairness: All disciplinary measures shall not be differentiated based on the individual's status, position, gender, race, place of origin, or age, thereby preventing unreasonable inflation, aggravation, evasion, or mitigation of penalties.

2、公正性原则：所有的惩戒性措施应该符合社会责任标准、相关法律法规、有关国际公约的要求，应当顺应公序良俗，不得进行体罚、恐吓、辱骂、罚款及其它任何形式的精神或肉体上胁迫；

2. Principle of justice: All disciplinary measures shall comply with social responsibility standards, relevant laws and regulations, and requirements of pertinent international conventions. They must conform to public order and good morals, and shall not involve corporal punishment, intimidation, verbal abuse, fines, or any other form of mental or physical coercion.

3、公开性原则：所有的惩戒性措施应当以公开透明的形式进行，经过员工本人的确认方可

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

执行：

3. Principle of Openness: All disciplinary measures shall be implemented in an open and transparent manner and may only be enforced after confirmation by the employee concerned.

4、比例原则：所有的惩戒性措施确定应当贯彻比例原则，即员工所犯的过错、造成后果所应当承担的责任和其应当受到的惩戒应互相适用，错误越大、后果越重、惩戒越严；反之，错误越轻、后果越小、惩戒越轻；

4. Principle of Proportionality: All disciplinary measures shall be determined in accordance with the principle of proportionality. This means that the severity of the employee's misconduct, the consequences incurred, and the corresponding disciplinary action must be commensurate with one another. The greater the misconduct and the more severe the consequences, the stricter the disciplinary action shall be. Conversely, the lesser the misconduct and the less significant the consequences, the lighter the disciplinary action shall be.

5、可申诉原则：所有的惩戒性措施应当是可申诉的，员工若对拟遭受的惩戒措施有异议或认为其不应当遭受此类惩戒，可以向人力资源部提出申诉。

5. Principle of Appealability: All disciplinary actions shall be subject to appeal. Employees who object to proposed disciplinary measures or believe they should not be subject to such disciplinary actions may file an appeal with the Human Resources Department.

(二) 内部可用的惩戒性措施

(II) Internally available disciplinary measures

1、目前内部确定的可用惩戒性措施如下表：

1. The currently established internal disciplinary measures are as follows:

序号 No.	程度 Degree	措施 Measures	具体内容 Specific details
1	轻 Minor	口头教育 Verbal instruction	程度最轻的惩戒方式，核心目的是通过即时沟通指出问题、纠正行为。 The mildest form of disciplinary action, its core purpose is to identify issues and correct behavior through immediate communication.
2	较轻 Relatively minor	警告批评 Warning and Criticism	通过正式口头形式明确问责、强化警示，让当事人深刻认识错误。 Through formal oral procedures, accountability is clearly defined and warnings reinforced, enabling the parties involved to fully recognize their mistakes.
3	中 Moderate	记过 Demerit	以书面形式作出并记入个人档案，一般留存6个月，适用于违规行为情节较严重、经警告批评后仍未改正或直接造成一定不良后果的情形。 Issued in writing and recorded in the individual's personnel file, generally retained for six months. This

	文件汇编 Document Compilation		文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies		共 169 页 Total 169

			applies to cases where the violation is relatively serious, the individual fails to correct the behavior after receiving a warning or reprimand, or the violation directly results in certain adverse consequences.
4	较重 Relatively severe	记大过 A serious demerit	针对严重违规、造成较大损失或恶劣影响，或经多次惩戒后仍不改正的情形。以正式书面形式作出，记入个人档案，且留存时间更长，一般为 12 个月。 For serious violations that cause significant losses or adverse impacts, or for repeated offenses despite prior disciplinary actions. Issued in formal written form, recorded in the individual's personnel file, and retained for a longer period, typically 12 months.
5	重 Severe	解除劳动合同 Termination of the labor contract	惩戒性措施中最严厉的最终手段，仅在符合法定解除条件的如给工厂带来严重损失时方可实施。 The most severe punitive measure, as a last resort, may only be implemented when statutory termination conditions are met, such as when the employee causes significant losses to the factory.

2、内部文件的惩戒性措施应当按照前款要求进行规定，相关的罚则应按照《成文信息控制程序》，由对应文件的审核人先进行确认，确保符合本程序的相关要求；

2. Disciplinary measures for internal documents shall be stipulated in accordance with the requirements of the preceding paragraph. Relevant penalties shall be confirmed by the reviewer of the corresponding document in accordance with the Written Information Control Procedure to ensure compliance with the relevant requirements of this procedure.

3、内部涉及罚则的程序、制度等应当经过职工大会表决通过或者员工代表审阅同意。

3. Internal procedures and systems involving penalties shall be approved by a vote at the staff assembly or reviewed and agreed upon by employee representatives.

(三) 惩戒性措施执行流程

(III) Enforcement Process for Disciplinary Measures

1、员工违反内部规章制度、给工厂带来一定损失或产生其他方面的恶劣影响，且依据内部合规制定的程序、制度、规章、办法等应当受到相应等级的惩戒时，方可对员工实施相应的惩戒性措施；惩戒性措施执行应当依据内部的程序、制度与规章等确定，不得无故惩戒或编织相关条目恶意惩戒；

1. Disciplinary measures may only be imposed on employees when they violate internal rules and regulations, causing losses to the factory or other adverse impacts, and when such violations warrant corresponding levels of punishment under established internal compliance procedures, systems, rules, and regulations. The implementation of disciplinary measures must be determined in accordance with internal procedures, systems, and regulations. Punishment shall not be administered without cause, nor

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

shall relevant provisions be fabricated for malicious disciplinary purposes.

2、当决定实施惩戒性措施后，应当以书面形式填写编制《惩戒性措施确认单》（附件一）及时通知员工，写明时间、地点、事由和拟采取的惩戒性措施等，并根据措施对应的级别完成审核与批准流程。拟采取记过或记大过的惩戒性措施应当告知员工相关记录会进入其人事档案。

2. Upon deciding to implement disciplinary measures, the Disciplinary Action Confirmation Form (Appendix 1) shall be completed in writing and promptly notified to the employee. The form must specify the time, location, reason, and proposed disciplinary action, and undergo the corresponding review and approval process based on the severity level of the measure. Employees subject to disciplinary actions such as a formal reprimand or a major reprimand shall be informed that the relevant records will be included in their personnel files.


大类 Kind	类型 Type	编制人 Compiler	审核人 Reviewer	批准人 Approver
Oral 口头	口头教育 Verbal instruction	直接上级 Immediate supervisor	人事专员 Human Resources Specialist	部门经理 Department Manager
	警告批评 Warning and Criticism	直接上级 Immediate supervisor	人事专员 Human Resources Specialist	部门经理 Department Manager
Written 书面	记过 Demerit	部门经理 Department Manager	人力资源部经理 Human Resources Manager	工厂厂长 Factory Manager
	记大过 A serious demerit	部门经理 Department Manager	人力资源部经理 Human Resources Manager	工厂厂长 Factory Manager
Dismissal 解雇	解除劳动合同 Dismissal	部门经理 Department Manager	人力资源部经理 Human Resources Manager	总经理 General Manager

3、由员工认可惩戒性措施后在确认单上自愿签字，之后方可由确认单编制人执行对应的惩戒性措施。

3. Only after an employee voluntarily signs the acknowledgment form to confirm their acceptance of disciplinary measures may the person preparing the acknowledgment form proceed to implement the corresponding disciplinary actions.

4、在执行完毕惩戒性措施后，确认单应当交由人力资源部进行整理存档，由人力资源部汇总登记至本年度的《员工惩戒性措施台账》（附件二）。

4. Upon completion of disciplinary actions, the confirmation form shall be submitted to the

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Human Resources Department for filing. The department shall consolidate and record all actions in the annual Employee Disciplinary Measures Ledger (Appendix II).

(四) 员工申诉与抗辩的接收与处理

(IV) Receipt and Handling of Employee Appeals and Counterarguments

1、员工在对拟接受的惩戒性措施有异议时，可暂拒绝在确认单签字，并在七天内向人力资源部申诉，进行自辩或者要求重新调查等等；人力资源部应当及时接收员工的此类反馈并组织进行重新调查，将调查结果告知员工，如重新调查决定不予惩戒的，应回收确认单并作废；如重新调查仍然决定惩戒但更换惩戒级别的，由相应人员重新编制确认单并重新经过审核和批准；如重新调查仍决定采取原先惩戒措施的，保持原先确认单与员工进行沟通，确认调查情况与实际证据等。

1. Employees who object to proposed disciplinary measures may temporarily withhold their signature on the acknowledgment form and file an appeal with the Human Resources Department within seven days to present their defense or request a reinvestigation, among other actions. The Human Resources Department shall promptly receive such feedback from employees and organize a reinvestigation. The investigation results shall be communicated to the employee. If the reinvestigation concludes that no disciplinary action is warranted, the acknowledgment form shall be retrieved and voided. If the reinvestigation still concludes disciplinary action is necessary but changes the disciplinary level, the relevant personnel shall prepare a new acknowledgment form, which must undergo renewed review and approval. If the reinvestigation upholds the original disciplinary measure, the original acknowledgment form shall remain in effect. The employee shall be consulted to confirm the investigation findings and actual evidence.

2、员工若提出需要记录、监控等工厂保留的证据时，应当在确保保密安全的前提下予以方便，以支持其自辩申诉的权利。


2. When employees request access to factory-retained evidence such as records or surveillance footage, the company shall facilitate such requests while ensuring confidentiality and security, thereby supporting their right to self-defense and appeal.

3、员工若因紧急避险、正当防卫的需要或受到他人威胁逼迫而不得已违反了本制度的有关规定，则其不应当受到相应的惩戒。

3. Employees who violate the relevant provisions of this system due to necessity arising from emergency avoidance, legitimate self-defense, or coercion by others shall not be subject to disciplinary action.

(五) 惩戒性措施确定依据

(V) Basis for Determining Disciplinary Measures

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

各程序或制度在确定适用何种惩戒性措施时，应当考虑如下方面：

When determining which disciplinary measures to apply, each program or system shall consider the following aspects:

1、拟受惩戒人的主观要件，其是故意还是过失；

1. The subjective element of the person subject to disciplinary action, whether intentional or negligent;

2、是否实际造成损害结果以及造成了损害结果的严重程度、不论其体现在经济损失、人员伤亡、声誉下降或其他方面；

2. Whether actual damage has been caused and the severity of such damage, regardless of whether it manifests as economic loss, casualties, reputational harm, or other consequences;

3、是初次实施此类行为还是累犯；

3. Whether it is a first-time offense or a repeat offense.

4、是否自我检举或报告、或者认罚态度是否良好还是在证据充分的情况下拒不认罚；

4. Whether self-reporting or reporting, or whether the attitude toward accepting punishment is cooperative or, despite sufficient evidence, refuses to accept punishment.

5、此行为本身的严重性与危险性程度。

5. The inherent severity and level of danger of this act.

六、相关文件

VI.Related documents

《成文信息控制程序》 ZTTHRC-T02-ZJB-003

Documented Information Control Procedure ZTTHRC-T02-ZJB-003

《日常管理奖惩制度》 ZTTHRC-SR03-RLZY-001

Daily Management Reward and Punishment System ZTTHRC-SR03-RLZY-001

《质量管理奖惩制度》 ZTTHRC-SR03-ZL-001

Quality Management Reward and Punishment System ZTTHRC-SR03-ZL-001

七、相关记录

VII.Related records

《惩戒性措施确认单》 ZTTHRC-SR04-RLZY-001


Confirmation of Disciplinary Measures ZTTHRC-SR04-RLZY-001

《员工惩戒性措施台账》 ZTTHRC-SR04-RLZY-002

Employee Disciplinary Action Log ZTTHRC-SR04-RLZY-002

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

附件一：

 <h2 style="text-align: center;">惩戒性措施确认单</h2> <h3 style="text-align: center;">Confirmation of Disciplinary Measures</h3> <p style="text-align: right;">ZTTHRC-SR04-RLZY-001</p>		
受惩戒人： (Person subject to disciplinary action)	部门： (Department)	
日期： (Date)	地点： (Location)	
惩戒性措施： (Disciplinary measures)		
惩戒事由(Grounds for Disciplinary Action)：		
受惩戒人签名(Signature of the disciplined individual)：		
惩戒执行情况(Enforcement of Disciplinary Actions)：		
编制(Compiler)：	审核(Review)：	批准(Approval)：

	文件汇编 Document Compilation	文件编号 Document code: ZTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory

中天科技耐热导线工厂

内部公开文件

Procedure for the Protection of Female Employees

女职工保护程序

文件编号 Document code: ZTHRC-SR02-RLZY-001

受控文件
2025. 3. 4
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中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025 年 3 月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

女职工保护程序

Procedure for the Protection of Female Employees

一、目的

I.Purpose

为贯彻国家有关法律法规的要求，落实对女性职工的保护，解决女职工在劳动和工作中因生理特点造成的特殊困难，特制定本程序。

To implement the requirements of relevant national laws and regulations, ensure the protection of female employees, and address the special difficulties female employees encounter in labor and work due to their physiological characteristics, this procedure is hereby established.

二、范围

II.Scope

适用于本工厂的所有女性职工。

Applicable to all female employees at this factory.

三、术语和定义

III.Terminology and definition

/

四、职责和权限

IV.Responsibilities

1、总经办负责确定工厂对女职工的特别保护要求并进行监督；

1. The General Manager's Office is responsible for determining and overseeing special protective requirements for female employees at the factory;

2、人力资源部负责具体落实执行总经办明确的对女职工的特别保护要求，尤其需关注处在孕期、哺乳期的女员工状况，并负责将本程序内容对女职工进行培训，以便其了解；

2. The Human Resources Department is responsible for implementing the special protective requirements for female employees specified by the General Manager's Office, with particular attention to the conditions of female employees who are pregnant or breastfeeding. It is also responsible for training female employees on the contents of this procedure to ensure their understanding;

3、女职工即将进入孕期、哺乳期的或已在孕期、哺乳期的，应向所属部门及人力资源部及时反馈，以便工厂了解实时情况、方便做出调整。

3. Female employees who are about to enter pregnancy or lactation, or who are already pregnant or lactating, should promptly notify their department and the Human Resources Department. This

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

enables the factory to understand the current situation and facilitate necessary adjustments.

五、程序

V. Program file

(一) 劳动关系保护

(I) Protection of Labor Relations

1、不得在劳动合同（含聘用合同）中约定限制女职工结婚、生育的内容；

1. Employment contracts (including hiring agreements) shall not contain provisions restricting female employees' marriage or childbearing.

2、工厂不得因为女职工怀孕、生育、哺乳而降低其工资、予以辞退或者与其解除劳动合同；

2. Employers shall not reduce the wages of female employees, dismiss them, or terminate their employment contracts due to pregnancy, childbirth, or breastfeeding.

3、女职工处在孕期、产期、哺乳期内的，工厂不得依照预告解除和经济性裁员的相关规定与女职工解除劳动合同；

3. During pregnancy, childbirth, or lactation, employers shall not terminate employment contracts with female employees in accordance with provisions governing advance notice termination or economic layoffs.

(二) 劳动范围保护

(II) Scope of Labor Protection

1、所有女职工禁忌从事的劳动范围：

1. Prohibited work activities for all female employees:

a. 矿山井下作业；

a. Underground mining operations;

b. 体力劳动强度分级标准中规定的第四级体力劳动强度的作业；

b. Work involving Level 4 physical labor intensity as defined in the physical labor intensity classification standards;

c. 每小时负重 6 次以上、每次负重超过 20 公斤的作业，或者间断负重、每次负重超过 25 公斤的作业。

c. Work involving lifting loads exceeding 20 kilograms more than 6 times per hour, or intermittent lifting of loads exceeding 25 kilograms per instance.

2、女职工在经期禁忌从事的劳动范围：

2. Scope of work prohibited for female employees during menstruation:

a. 冷水作业分级标准中规定的第二级、第三级、第四级冷水作业；

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

a. Cold water operations classified as Level 2, Level 3, or Level 4 in the Cold Water Operations Classification Standard;

b. 低温作业分级标准中规定的第二级、第三级、第四级低温作业；

b. Low-temperature operations classified as Level 2, Level 3, or Level 4 in the Low-Temperature Operations Classification Standard;

c. 体力劳动强度分级标准中规定的第三级、第四级体力劳动强度的作业；

c. Work involving physical labor intensity classified as Level 3 or Level 4 under the Physical Labor Intensity Classification Standards;

d. 高处作业分级标准中规定的第三级、第四级高处作业。

d. Work at heights classified as Level 3 or Level 4 under the Work at Heights Classification Standards.

3、女职工在孕期禁忌从事的劳动范围：

3. Scope of work prohibited for female employees during pregnancy:

a. 作业场所空气中铅及其化合物、汞及其化合物、苯、镉、铍、砷、氰化物、氮氧化物、一氧化碳、二硫化碳、氯、己内酰胺、氯丁二烯、氯乙烯、环氧乙烷、苯胺、甲醛等有毒物质浓度超过国家职业卫生标准的作业；

a. Lead and its compounds, mercury and its compounds, benzene, cadmium, beryllium, arsenic, cyanides, nitrogen oxides, carbon monoxide, carbon disulfide, chlorine, caprolactam, chloroprene, vinyl chloride, ethylene oxide, aniline, formaldehyde, and other toxic substances in the workplace air exceeding national occupational health standards;

b. 从事抗癌药物、己烯雌酚生产，接触麻醉剂气体等的作业；

b. Work involving the production of anticancer drugs, diethylstilbestrol, or exposure to anesthetic gases;

c. 非密封源放射性物质的操作，核事故与放射事故的应急处置；

c. Handling of non-sealed radioactive sources and emergency response to nuclear and radiation accidents;

d. 高处作业分级标准中规定的高处作业；

d. Work at heights as defined in the classification standards for work at heights;


e. 冷水作业分级标准中规定的冷水作业；

e. Work in cold water as defined in the classification standards for cold water work;


f. 低温作业分级标准中规定的低温作业；

f. Work in low temperatures as defined in the classification standards for low-temperature work;

g. 高温作业分级标准中规定的第三级、第四级的作业；

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

- g. Level 3 and Level 4 work as defined in the classification standards for high-temperature work;
- h. 噪声作业分级标准中规定的第三级、第四级的作业；
- h. Level 3 and Level 4 work as defined in the classification standards for noise exposure work;
- i. 体力劳动强度分级标准中规定的第三级、第四级体力劳动强度的作业；
- i. Level 3 and Level 4 physical labor intensity work as defined in the classification standards for physical labor intensity;
- j. 在密闭空间、高压室作业或者潜水作业，伴有强烈振动的作业，或者需要频繁弯腰、攀高、下蹲的作业。
- j. Work in confined spaces, high-pressure chambers, or underwater operations; work involving intense vibration; or work requiring frequent bending, climbing, or squatting.
- 4、女职工在哺乳期禁忌从事的劳动范围：
4. Scope of work prohibited for female employees during lactation:
- a. 孕期禁忌从事的劳动范围的第一项、第三项、第九项；
- a. The first, third, and ninth items on the list of prohibited occupations during pregnancy;
- b. 作业场所空气中锰、氟、溴、甲醇、有机磷化合物、有机氯化合物等有毒物质浓度超过国家职业卫生标准的作业。
- b. Work involving exposure to toxic substances such as manganese, fluorine, bromine, methanol, organophosphorus compounds, and organochlorine compounds in workplace air concentrations exceeding national occupational health standards.
- 5、女职工在经期的，除不得安排国家规定的经期禁忌从事的劳动外，应当暂时调做其他工作，或者休息 1 至 2 天；对其他工种的女职工，月经过多或者因痛经不能坚持工作的，经医疗机构证明，安排休息 1 至 2 天。
5. Female employees during menstruation shall not be assigned to work prohibited during menstruation as stipulated by national regulations. They shall be temporarily reassigned to other duties or granted 1 to 2 days of rest. For female employees in other job categories experiencing heavy menstrual flow or severe menstrual cramps that prevent them from continuing work, they shall be granted 1 to 2 days of rest upon presentation of a medical certificate.
- 6、女职工在孕期的，除不得安排国家规定的孕期禁忌从事的劳动外，不能适应原劳动的，应当根据医疗机构的证明，予以减轻劳动量或者安排其他能够适应的岗位；怀孕不满 3 个月和 7 个月以上的，不得延长劳动时间或者安排夜班劳动，并每日安排不少于 1 小时的工间休息；怀孕不满 3 个月需要保胎休息或者怀孕 7 个月以上且上班确有困难的，应当根据医疗机构的证明安排其休息。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

6. Pregnant female employees shall not be assigned work prohibited during pregnancy as stipulated by national regulations. If unable to perform their original duties, employers shall reduce their workload or reassign them to suitable positions based on medical certification. Pregnant employees in their first trimester or beyond their seventh month shall not have their working hours extended or be assigned night shifts, and shall be granted at least one hour of rest break daily. Pregnant employees in their first trimester requiring bed rest for pregnancy preservation, or those beyond their seventh month experiencing genuine difficulty in performing their duties, shall be granted leave based on medical certification.

(三) 劳动条件保护

(III) Protection of Working Conditions

1、对怀孕 7 个月以上的女职工以及哺乳未满 1 周岁婴儿的女职工，不得给其安排夜班、或同意安排其加班，定额工作的需要减轻工作量，并需要在劳动时间内安排一定休息时间以保证其身体健康；

1. Female employees who are more than seven months pregnant or who are breastfeeding infants under one year of age shall not be assigned night shifts or permitted to work overtime. For those with fixed quotas, workloads must be reduced, and adequate rest periods must be scheduled during working hours to ensure their health and well-being.


2、哺乳期女职工应安排 1 小时哺乳时间（可分拆）、生育多胞胎的，每多哺乳 1 个婴儿对应每天增加 1 小时哺乳时间。

2. Female employees who are breastfeeding shall be granted one hour of breastfeeding time per day (which may be split into segments). For those who have given birth to multiple infants, an additional hour of breastfeeding time shall be granted for each additional infant per day.

3、女职工怀孕第 1—6 个月，可享受 1 天假期，该假期主要用于妊娠确认、申请生育指标以及生产培训等。怀孕第 6 和第 7 个月，每个月可享受 1 天假期。怀孕第 8 个月，可享受 2 天假期。怀孕 9 个月以上，可享受 4 天假期，但其中 2 天已包括在预产假中。

3. Female employees are entitled to one day of leave during each of the first six months of pregnancy. This leave is primarily for confirming pregnancy, applying for maternity leave quotas, and attending childbirth preparation classes. During the sixth and seventh months of pregnancy, one day of leave is granted per month. During the eighth month, two days of leave are granted. For pregnancies lasting nine months or longer, four days of leave are granted, though two of these days are included within the maternity leave period.

4、怀孕女职工在劳动时间内进行产前检查、在安排的时间内进行健康检查、哺乳活动及往返路途的所需时间均计入劳动时间。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

4. Time spent by pregnant female employees on prenatal examinations during working hours, health check-ups during scheduled times, breastfeeding activities, and commuting to and from such activities shall be counted as working time.

5、女职工更年期综合症症状严重，不能适应原岗位工作，申请减轻劳动量或者调整工作岗位的，工厂应当根据医疗机构证明和实际情况给予适当安排。

5. Where female employees experience severe menopausal syndrome symptoms rendering them unable to perform their original duties, and they request reduced workloads or job reassignments, the factory shall make appropriate arrangements based on medical documentation and actual circumstances.

6、工厂为女职工设立母婴室，方便女职工进行哺乳活动。

6. The factory shall establish a mother-and-baby room to facilitate breastfeeding activities for female employees.

(四) 假期

(IV) Holidays

1、工厂给予生育或者终止妊娠的女职工下列保护：

1. The factory provides the following protections for female employees who give birth or terminate a pregnancy:

a. 生育的，享受 98 天产假，其中产前可以休假 15 天，符合《江苏省人口与计划生育条例》规定生育的，延长产假 60 天，达到 158 天。难产的，增加产假 15 天；生育多胞胎的，每多生育 1 个婴儿，增加产假 15 天；

a. For childbirth, employees are entitled to 98 days of maternity leave, including 15 days of pre-natal leave. Those complying with the Jiangsu Province Population and Family Planning Regulations are granted an additional 60 days, totaling 158 days. Difficult deliveries add 15 days; multiple births add 15 days per additional infant.

b. 怀孕不满 2 个月流产的，享受不少于 20 天的产假；

b. For miscarriage before 2 months of pregnancy, no less than 20 days of maternity leave shall be granted;

c. 怀孕满 2 个月不满 3 个月流产的，享受不少于 30 天的产假；

c. For miscarriage between 2 and 3 months of pregnancy, no less than 30 days of maternity leave shall be granted;

d. 怀孕满 3 个月不满 7 个月流产、引产的，享受不少于 42 天的产假；

d. For miscarriage or induced abortion between 3 and 7 months of pregnancy, no less than 42 days of maternity leave shall be granted;

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

e. 怀孕满 7 个月引产的，享受不少于 98 天的产假。

e. For induced abortion at 7 months or later of pregnancy, no less than 98 days of maternity leave shall be granted.

2、工厂应当给予实施计划生育手术的女职工下列保护：

2. Employers shall provide female employees undergoing family planning procedures with the following protections:

a. 实行输卵管结扎或者复通手术的，享受 21 天的假期；

a. Employees undergoing tubal ligation or tubal reversal shall be granted 21 days of leave;

b. 放置或者取出宫内节育器的，享受 2 天的假期。

b. Employees undergoing insertion or removal of an intrauterine device shall be granted 2 days of leave.

3、女职工产假期满恢复工作时，允许有 1 周至 2 周的时间逐步恢复原定额的劳动量。

3. Upon returning to work after maternity leave, female employees shall be permitted a period of one to two weeks to gradually resume their original workload.

六、相关文件

VI.Related documents

《新生妈妈和怀孕女工风险评估程序》 ZTTHRC-SR02-AH-001

Risk assessment procedure for newborn mothers and pregnant women workers

ZTTHRC-SR02-AH-001

七、相关记录

VII.Related records

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	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory

中天科技耐热导线工厂

Risk assessment procedure for newborn mothers and pregnant women workers

内部公开文件

新生妈妈和怀孕女工风险评估程序

文件编号 Document code: ZTTHRC-SR02-AH-001

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安环部

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中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025年6月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

新生妈妈和怀孕女工风险评估程序

Risk assessment procedure for newborn mothers and pregnant women workers

七、目的

I. Purpose

为全面识别与评估工厂新生妈妈和怀孕女工面临的工作与生活环境的各类风险，保障其在特殊时期自身与孩子的健康与安全，减少、降低与消除相关风险，特制定本程序。

This procedure is established to comprehensively identify and evaluate all risks in the work and living environments faced by new mothers and pregnant female workers in the factory, to safeguard their health and safety and that of their children during this special period, and to reduce, mitigate, and eliminate related risks.

二、范围

II. Scope

适用于工厂内所有新生妈妈和怀孕女工可能接触到的场所。

Applicable to all areas within the factory where new mothers and pregnant female workers may come into contact.

三、术语和定义

III. Terminology and definition

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十一、职责和权限

IV. Responsibilities

1、由健康安全委员会进行年度的与针对性的新生妈妈和怀孕女工健康安全风险识别与评估活动；其他部门对此活动予以积极配合。

1. The Health and Safety Committee shall conduct annual and targeted health and safety risk identification and assessment activities for new mothers and pregnant female employees; other departments shall actively cooperate with these activities.

2、人力资源部及时将新出现的新生妈妈和怀孕女工情况告知健康安全委员会，并确保将健康安全委员会识别完毕的风险告知新生妈妈和怀孕女工。

2. The Human Resources Department shall promptly notify the Health and Safety Committee of any newly identified new mothers and pregnant female employees, and ensure that the risks identified by the Health and Safety Committee are communicated to these individuals.

五、程序

V. Program file

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

(一) 对新生妈妈和怀孕女工工作场所的安全卫生风险识别与评估由健康安全委员会每年进行，且每当工厂出现一名新的新生妈妈或怀孕女工或者工作环境与条件发生重大变化时，应当进行一次专项识别。

(I) The identification and assessment of occupational safety and health risks for new mothers and pregnant workers shall be conducted annually by the Health and Safety Committee. A special assessment shall be performed whenever a new mother or pregnant worker joins the workforce, or whenever significant changes occur in the work environment or conditions.

(二) 在鉴别与评估安全卫生风险的过程中，须考量下列各相关项：

(II) In the process of identifying and evaluating safety and health risks, the following relevant factors must be considered:

1、化学性危害：包括吸入、皮肤吸收、误食或错误注射有毒害之烟雾、蒸气、液体、黏液等；

1. Chemical hazards: including inhalation, skin absorption, accidental ingestion, or misdirected injection of toxic fumes, vapors, liquids, or mucus.

2、物理及机械性危害：包括噪声、振动、辐射、温度、压力、镭射、微波、紫外线、坠落、撞击、机具切割、夹、卷等；

2. Physical and mechanical hazards: including noise, vibration, radiation, temperature, pressure, laser, microwave, ultraviolet radiation, falls, impacts, cutting by machinery, pinching, entanglement, etc.

3、生物性危害：包括病毒、细菌、原生虫、昆虫等；

3. Biological hazards: including viruses, bacteria, protozoa, insects, etc.;

4、人体工学性危害：包括疲劳、作息周期的影响、超工作的负荷、单调重复性的工作、在固定的速率中工作；

4. Ergonomic hazards: including fatigue, disruption of circadian rhythms, excessive workload, monotonous repetitive tasks, and working at a fixed pace;


5、精神性危害：包括心理上或精神上的压力与不适等。

5. Psychological harm: Including psychological or mental stress and discomfort.

(三) 对新生妈妈和怀孕女工应按如下方法进行风险识别与管理：

(III) Risk identification and management for new mothers and pregnant workers should be conducted as follows:

1、按照不同场所进行风险识别与管理活动，应当涵盖新生妈妈和怀孕女工可能接触到的所有场所，包括办公室、车间、仓库、包装区域及外围区域等；

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

1. Risk identification and management activities should be conducted for all locations where new mothers and pregnant workers may be present, including offices, workshops, warehouses, packaging areas, and peripheral zones.

2、对各场所内可能产生风险的设备、环境、作业和活动进行识别，识别出每个要素的危险源、可能导致的伤害及可能导致事故的类别；

2. Identify equipment, environments, operations, and activities within each location that may pose risks, determining the hazards associated with each element, the potential injuries they may cause, and the types of accidents they may lead to.


3、从发生可能性 P 与后果严重度 S 两个维度进行风险评估活动，具体赋值见下表：

3. Conduct risk assessment activities based on two dimensions: probability of occurrence (P) and severity of consequences (S). Specific values are assigned as shown in the table below:

(1) 风险发生可能性评分标准

(1) Risk Occurrence Probability Scoring Criteria

评分分值 Score	1	2	3	4	5
等级 Level	极低 Extremely low	低 Low	中等 Moderate	高 High	极高 Extremely high
日常运营中可能发生的潜在风险 Potential risks that may arise during daily operations	一般情况下不会发生（每3年发生1-2次） Generally does not occur (occurs 1-2 times every 3 years)	极少情况下才发生（每年发生1-2次） Occurs only in extremely rare cases (1-2 times per year)	某些情况下发生（每季度发生1-2次） Occurs under certain circumstances (1-2 times per quarter)	较多情况下发生（每月发生1-2次） Occurs relatively frequently (1-2 times per month)	常常会发生（几乎每周都会发生） It happens frequently (almost every week).
适用于大型灾难或事故 Applicable to major disasters or accidents	今后10年内发生的可能少于1次 Less than once in the next 10 years	今后5-10年之内有可能发生1次 There is a possibility of one occurrence within the next 5 to 10 years.	今后2-5年内可能发生1次 Within the next 2 to 5 years, it may occur once.	今后1年内可能发生1次 It may occur once within the next year.	今后1年内至少发生1次 At least once within the next year
适用于可通过历史数据统计出风险发生概率的情况 Applicable to situations where the probability of risk occurrence can be statistically	发生概率在10%以下 Occurrence probability is below 10%	发生概率为10%-30% Occurrence probability is 10%-30%	发生概率为30%-70% The probability of occurrence is 30% - 70%	发生概率为70%-90% The probability of occurrence is 70%-90%	发生概率大于90% Occurrence probability greater than 90%

	文件汇编 Document Compilation		文件编号 Document code: ZTTHRC-SR010203	
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies		共 169 页 Total 169	

determined using historical data.					
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(2) 风险后果严重性评分标准

(2) Risk Consequence Severity Scoring Criteria

评分分值 Score	1	2	3	4	5
等级 Level	极轻微的 Extremely slight	轻微的 Slight	中等的 Moderate	重大的 Significant	灾难性的 Catastrophic
健康安全 Health and Safety	对健康安全有轻微的、不明显的负面影响,如温湿度过高或过低造成体感不适 Minor, non-significant adverse effects on health and safety, such as if the temperature and humidity are too high or too low, it may cause physical discomfort.	会造成较小伤害或患较轻疾病,如电脑辐射对胎儿的潜在影响 result in minor injuries or suffer from a mild illness, such as potential effects of computer radiation on the fetus	会造成一般伤害或患一般性疾病的,如长久站立造成水肿 result in minor injuries or suffer from a mild illness, such as Swelling caused by prolonged standing	会造成严重伤害或患重大疾病的,如妊娠期糖尿病、妊娠期高血压 resulting in serious injury or major illness, such as gestational diabetes, gestational hypertension	较大可能会致人死亡的,如剧烈活动造成流产 Likely to cause death, such as strenuous activity causes miscarriage

4、最终风险值 R=发生可能性 P*后果严重度 S, 其中得值 10 分以上的属于重大风险, 应当优先并重点防控:

4. The final risk value R = Probability of occurrence P × Severity of consequences S. Risks scoring 10 points or higher are classified as major risks and should be prioritized for focused prevention and control:

S 后果严重性分值	极低 Extremely low	低 Low	中等 Moderate	高 High	极高 Extremely high	
	1	2	3	4	5	
P 发生可能性分值						
极轻微的 Extremely slight	1	1	2	3	4	5

	文件汇编 Document Compilation			文件编号 Document code: ZTTHRC-SR010203		
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies			共 169 页 Total 169		

轻微的 Slight	2	2	4	6	8	10
中等的 Moderate	3	3	6	9	12	15
重大的 Significant	4	4	8	12	16	20
灾难性的 Catastrophic	5	5	10	15	20	25

注：①黑色区域即为重大风险（得分≥10分）②灰色区域为一般风险
 Note: ① Black areas indicate major risks (score ≥ 10 points) ② Gray areas indicate general risks

5、完成识别与评估后，应当制定控制与应对措施，具体研究风险的性质，据此选定不同的风险应对策略，并制定风险解决方案。

5. After completing identification and assessment, control and response measures should be developed. Specifically, the nature of the risks should be examined to select appropriate risk response strategies and formulate risk solutions.

六、相关文件

VI.Related documents

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七、相关记录

VII.Related records

《新生妈妈和怀孕女工风险评估表》 ZTTHRC-SR04-AH-001

Risk Assessment Form for New Mothers and Pregnant Workers ZTTHRC-SR04-AH-001

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory

中天科技耐热导线工厂

Ergonomic Control Procedure 人体工程学控制程序

内部公开文件

文件编号 Document code: ZTTHRC-SR02-AH-002

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中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025 年 11 月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

人体工程学控制程序

Ergonomic Control Procedure

一、目的

I. Purpose

为减轻或消除员工在工作场所中受到的生物力学压力，减少和控制由于工作场所引起的职业肌骨和累积损伤疾病，减少和控制可能引起的与此类疾病以及与其有关的赔偿费用，特制定本程序。

This procedure is established to mitigate or eliminate biomechanical stress experienced by employees in the workplace, reduce and control occupational musculoskeletal and cumulative strain injuries caused by workplace conditions, and minimize and manage potential compensation costs associated with such injuries and related claims.

二、范围

II. Scope

本工厂所有可能引起人体工程学相关的累积损伤和职业疾病的操作都必须按照本规程规定进行人体工程学评估，并寻找解决办法来减轻和控制此类疾病的发生，建立和谐的人机环境。

All operations within this factory that may cause cumulative ergonomic injuries or occupational diseases must undergo ergonomic assessments in accordance with these regulations. Solutions must be sought to mitigate and control the occurrence of such conditions, thereby establishing a harmonious human-machine environment.

三、术语和定义

III. Terminology and definition

1、人体工程学：是研究员工和其工作环境之间相互作用的学科；目的是通过对工作站，设备，工艺和活动的设计，从而优化人、人使用的工具和他们作用的环境之间的相互作用的学科，或称人机工程；

1. Ergonomics: The discipline that studies the interaction between employees and their work environment; its purpose is to optimize the interaction between people, the tools they use, and the environment in which they operate through the design of workstations, equipment, processes, and activities. Also known as human factors engineering.

2、人体工程学危险因素：导致员工生物力学压力的工作状况。例如提升，降低，推，拉或负重。危险因素还包括尴尬姿势，过度用力，手和手腕的重复性工作，地面湿滑，拥挤，照明不足，过热，过冷或湿度太大等工作环境等；

2. Ergonomic risk factors: Work conditions that cause biomechanical stress on employees.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Examples include lifting, lowering, pushing, pulling, or carrying heavy loads. Risk factors also encompass awkward postures, excessive force, repetitive hand and wrist movements, slippery floors, crowded spaces, inadequate lighting, excessive heat, extreme cold, or high humidity in the work environment.

3、人体工程学疾病：员工在长期处于存在人体工程学危险因素的环境下工作而造成的疾病，包括背部、肩部、颈部受伤，腕关综合症，累积损伤紊乱，德奎尔万症、雷诺综合症、腱炎、腱鞘滑膜炎，扳机指等；

3. Ergonomic Disorders: Diseases caused by employees working long-term in environments with ergonomic hazards, including back, shoulder, and neck injuries; carpal tunnel syndrome; cumulative trauma disorders; De Quervain's tenosynovitis; Raynaud's syndrome; tendonitis; tenosynovitis; trigger finger; etc.

4、工程控制：控制上述危害的物理方法。例如：机器设备的设计和重新设计（如：机械防护）工作环境的改造（如：通风，照明）或改变日常操作程序等。

4. Engineering Controls: Physical methods to control the aforementioned hazards. Examples include: design and redesign of machinery and equipment (e.g., mechanical guards), modification of the work environment (e.g., ventilation, lighting), or alteration of routine operating procedures.

十二、职责和权限

IV. Responsibilities

1、健康安全委员会：负责牵头组织进行全厂范围内的人机工程风险识别、监督控制措施执行情况、确保人体工程风险得到有效处理；

1. Health and Safety Committee: Responsible for leading the organization of plant-wide ergonomic risk identification, monitoring the implementation of control measures, and ensuring effective management of ergonomic risks.

2、安环部：负责本程序的更新与实施，负责召开会议，负责配合健康安全委员会进行人机工程风险识别、并提出控制与改善措施建议；

2. Safety and Environmental Protection Department: Responsible for updating and implementing this procedure, convening meetings, collaborating with the Health and Safety Committee on ergonomic risk identification, and proposing control and improvement measures.

3、各部门负责识别本部门范围内工作场所中的人体工程学危害并将其报告给安环部、并负责确保设备和工具管理良好、促进按照良好的人体工程学原则进行操作；

3. Each department is responsible for identifying ergonomic hazards within its workplace and reporting them to the Safety and Environmental Department. Departments must also ensure proper management of equipment and tools, and promote operations in accordance with sound ergonomic

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

principles.

4、设备部：负责按照已知的人体工程学原则优化工具和设备；

4. Equipment Department: Responsible for optimizing tools and equipment according to established ergonomic principles;

5、生产部：负责按照已知的人体工程学原则优化操作和工艺涉及；

5. Production Department: Responsible for optimizing operational procedures and processes according to established ergonomic principles;

6、人力资源部：负责组织相应的人体工程风险以及操作规程的培训；

6. Human Resources Department: Responsible for organizing training on ergonomic risks and operational procedures;

7、全体员工：按照相关规程正确地使用工具和设备，积极报告相关的人体工程学危害，参加必要的培训。

7. All Employees: Responsible for using tools and equipment correctly according to relevant procedures, actively reporting ergonomic hazards, and participating in required training.

五、程序

V. Program file

(一)、风险识别与评估

(I) Risk Identification and Assessment

1、人体工程风险识别的方法包括：

1. Methods for identifying ergonomic risks include:

(1) 现场观察法：记录作业全流程动作、连续时长、负重、工具使用状态；

(1) On-site observation method: Record the entire workflow, continuous duration, load-bearing, and tool usage status;

(2) 员工访谈法：收集颈肩腰腿痛、手臂麻木、肌肉酸痛等主观不适反馈；

(2) Employee interview method: Collect subjective discomfort feedback such as neck, shoulder, waist, and leg pain, arm numbness, and muscle soreness;

(3) 工时测量法：统计单动作循环时间、重复频次、连续作业时长；

(3) Work-time measurement method: Calculate single-motion cycle time, repetition frequency, and continuous operation duration;

(4) 记录追溯：调取既往工伤、职业病、投诉记录，定位高风险岗位；

(4) Record review: Retrieve historical records of work-related injuries, occupational diseases, and complaints to identify high-risk positions;

2、结合本工厂工作岗位性质，从作业环境、作业姿势、负荷与设备操作四个维度综合考量

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

进行人体工程风险评估，进行人体工程风险评估时应当分岗位进行。

2. Conduct an ergonomic risk assessment tailored to the nature of each job position at this facility, comprehensively evaluating five dimensions: standing, sitting, bending/squatting, material handling weight, and frequency. This assessment should be performed separately for each job role.

(1) 作业环境的评价与赋值

(1) Evaluation and Scoring of the Work Environment

评价 Evaluation	赋值 Score	光照 Lighting	温度 Temperature	噪声 Noise	空气质量 Air quality
良好 Good	1	充足且均匀 Adequate and uniform	18-26℃	≤60dB(A)	通风极佳、无粉尘异味 Excellent ventilation, free of dust and odors
略微 Slightly	2	略微过强或过弱 Slightly too strong or too weak	15-17℃、 27-28℃	61-70dB(A)	通风较好，极轻微异味或浮尘 Well-ventilated, with only a very faint odor or trace dust.
尚可 Fair	3	照度偏低，局部明暗差大，偶尔出现眩光 Relatively low, with large local brightness contrast and occasional glare	10-14℃、 29-32℃	71-80dB(A)	通风一般，有能接受的异味浮尘 Ventilation is average, with tolerable odors and airborne dust.
疲劳 Fatigue	4	照度明显不足，频繁眩光、反光 Significantly insufficient, with frequent glare and reflections.	1-9℃、 33-35℃	81-85dB(A)	通风较差，明显粉尘或刺激性气味 Poor ventilation, noticeable dust or pungent odors
极累 Extremely exhausted	5	严重昏暗、强眩光或高频频闪 Severely dim lighting, intense glare or high-frequency flickering	0℃及以下、 36℃及以上	>85dB(A)	通风极差，高浓度粉尘 或刺激性气味 Poor ventilation, high concentrations of dust or irritating odors

(2) 作业姿势的评价与赋值

(2) Evaluation and Scoring of Work Postures

评价 Evaluation	赋值 Score	站（以 1 小时工作周期计） Station (calculated)	坐（以 1 小时工作周期计） Seated (calculated)	弯腰/下蹲（以 1 小时工作周期计） Bending/Squatting
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	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

		based on a 1-hour work cycle)	based on a 1-hour work cycle)	(per 1-hour work cycle)
良好 Good	1	≤15mins	≤20mins	<5mins
略微 Slightly	2	≤25mins	≤30mins	<10mins
尚可 Fair	3	≤35mins	≤40mins	<20mins
疲劳 Fatigue	4	≤45mins	≤50mins	<30mins
极累 Extremely exhausted	5	≤60mins	≤60mins	≤60mins

(3) 负荷与设备操作的评价与赋值

(3) Evaluation and Scoring of Load and Equipment Operation

评价 Evaluation	赋值 Score	物料重量（搬系数 1，扛系数 0.7，推/ 拉系数 0.5，滚动系数 0.25） Material weight (Lifting coefficient 1, Carrying coefficient 0.7, Pushing/Pulling coefficient 0.5, Rolling coefficient 0.25)	人工操作机械频率（以 1 小 时工作周期计） Manual operation frequency of machinery (per one-hour work cycle)
良好 Good	1	Weight < 10kg	0-60times
略微 Slightly	2	Weight < 20kg	60-200times
尚可 Fair	3	Weight < 50kg	200-500times
疲劳 Fatigue	4	Weight < 100kg	500-1000times
极累 Extremely exhausted	5	Weight ≥ 200kg	> 1000times

(4) 前款规定共计 9 项人体工程风险点，综合分数为 45 分，综合分数与风险等级对应如下表。

综合分数 Score	0-15	15-30	30-45
风险等级 Level	低 Low	中 Moderate	高 High

(二) 风险控制

(II) Risk control

针对按照上述方法识别与评估完毕的人体工程学风险，可采用下列一个或多个方面的控制方法以降低其危害：

For the ergonomic risks that have been identified and assessed in accordance with the above methods, one or more of the following control approaches may be adopted to reduce their hazards:

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

1、工程控制

1. Engineering Control

(1) 应设计和选择提供良好人体工程学设计的工作区域，工作环境，机械设备防护，工艺，工作任务和工具。

(1) Work areas, work environments, machinery guards, processes, work tasks, and tools should be designed and selected to provide good ergonomics.

(2) 人体工程学检查表可以保证提供良好的人体工程学设计：工作环境、提升和降低工作、推拉工作、搬运工作、手/手腕工作、手工工具的选择。

(2) An ergonomic checklist ensures the provision of sound ergonomic design: work environment, lifting and lowering tasks, pushing and pulling tasks, material handling tasks, hand/wrist tasks, and hand tool selection.

2、工作习惯控制

2. Work Habit Management

(1) 当工程控制不可行时使用工作习惯控制尤为重要。

(1) When engineering controls are not feasible, work habit controls become particularly important.

(2) 工作习惯控制包括：按照规程正确使用物料搬运设备和手工工具、避免在提升，降低，推，拉或搬运物体时过度伸展和弯曲躯体、当搬运重物超过标准时（成年男子 25 公斤，成年女子 20 公斤）二人搬运、工作之余做适当的伸展运动以缓解压力。

(2) Work habit controls include: using material handling equipment and hand tools correctly according to procedures; avoiding excessive stretching or bending of the body when lifting, lowering, pushing, pulling, or moving objects; using two people to lift when handling weights exceed standards (25 kg for adult men, 20 kg for adult women); and performing appropriate stretch exercises during breaks to relieve strain.

3、个人防护

3. Personal Protective Equipment

配发更合乎人体工程学的防护服、手套和劳保鞋等。

Distribute more ergonomically designed protective clothing, gloves, and safety footwear.

4、管理控制

4. Management Control

(1) 管理人员可以用管理控制来减少暴露在人体工程学压力下的时间，频率和严重程度；

(1) Managers can use management controls to reduce the duration, frequency, and severity of

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

exposure to ergonomic stressors;

(2) 管理控制包括:

(2) Management controls include:

a. 工作合适程度应保证员工能力和工作要求之间的“适合”和“平衡”。如果工作超过员工的现有体力，那么应考虑管理控制、工程控制的其它干预。

a. Job suitability should ensure a “fit” and “balance” between employee capabilities and job requirements. If work exceeds an employee's current physical capacity, consider additional interventions such as managerial controls or engineering controls.

b. 新员工或者重返工作岗位的员工应该进行工作强化训练。

b. New employees or those returning to work should undergo job reinforcement training.

c. 电动工具和设备应该实施工程预防性维修以确保其处于良好的工况。

c. Implement preventive maintenance on power tools and equipment to ensure they remain in good working condition.

d. 应按照员工身高调节桌/凳。

d. Adjust workbenches/stools according to employee height.

e. 有效的内务管理，较少湿滑地面，碎片等危险。

e. Maintain effective housekeeping to minimize hazards such as slippery surfaces and debris.

f. 适当的休息时间。

f. Provide adequate rest periods.

g. 使用不同肌肉和筋腱的工作之间的轮换。

g. Implement job rotation between tasks that utilize different muscles and tendons.

5、其他

5. Other

(1) 员工应参加累积损伤的意识培训，接受人体工程学危害因素和基本措施的培训；

(1) Employees shall participate in cumulative injury awareness training and receive instruction on ergonomic hazard factors and fundamental countermeasures;

(2) 各部门应将人体工程学方面的抱怨进行调查并报告给负责部门，由负责部门做进一步的评估；

(2) All departments shall investigate ergonomic complaints and report them to the responsible department for further assessment;

(3) 安环部应做好人体工程学评估的记录和改进的记录；

(3) The Safety and Environmental Department shall maintain records of ergonomic assessments

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

and improvement actions;

(4) 员工应将日常就医或体检时发现的可能是人体工程学危险因素引起的疾病或者不适及时报告给安环部。

(4) Employees should promptly report any illnesses or discomfort potentially caused by ergonomic risk factors discovered during routine medical visits or physical examinations to the Safety and Environmental Department.

六、相关文件

VI.Related documents

附件一：人机工程学检查点

Appendix 1: Ergonomic Checkpoints

附件二：工作台人机工程学规定

Appendix II: Workbench Ergonomic Requirements

七、相关记录

VII.Related records

《人体工程学风险清单》 ZTTHRC-SR04-AH-002

Ergonomic Risk Checklist ZTTHRC-SR04-AH-002

附录一：

人机工程学检查点

物料搬运

- A. 1 传输/运输线路清晰并有标记。
- A. 2 保持走廊及过道宽敞，足以双向通行。
- A. 3 运输线路表面平整、不滑、无阻碍。
- A. 4 在工作场所提供 5~8%的小斜度坡道，不使用小楼梯，亦无陡坡。
- A. 5 改进工作场所的平面规划，尽可能减少材料移动。
- A. 6 搬运或移动材料时使用手推车、手动装卸车和其它有轮子的装置或滚子。
- A. 7 使用流动货架，避免不必要的装卸货。
- A. 8 在工作场所附近使用多层货架，尽量减少人工搬运材料。
- A. 9 使用机械装置提升、降低和移动重物。
- A. 10 使用传送带、起重机和其它机械搬运工具，减少人工搬运材料。
- A. 11 勿直接拿重物，而需将其拆分放进小包、小箱或小货盘中。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

- A. 12 所有的包和箱子都备有手柄、抓手或稳固的握持点。
- A. 13 人工移动材料时，消除或尽量减少坡道。
- A. 14 采用推拉方式将材料水平放入或取出，不要垂直提高或放低。
- A. 15 在搬运材料时，排除那些需要弯腰或扭转身体的任务。
- A. 16 拿起材料时需将其靠近身体。
- A. 17 在身体前方慢慢将材料提高或放低，不要扭转或深弯腰。
- A. 18 在负重行走较长距离时，要将物体在肩膀上放平，保持平衡并减少用力。
- A. 19 重物提升工作和较轻的体力活相结合，避免受伤和疲劳，并提高效率。
- A. 20 提供方便使用的废物箱。
- A. 21 标明逃生路线，并清除障碍物。

手动工具

- A. 22 用特制的工具进行重复性的工作。
- A. 23 提供安全电动工具并确保安全装置可使用。
- A. 24 在同一地点进行重复性的操作请使用悬挂工具。
- A. 25 使用材料或机件时采用钳子和夹子来固定。
- A. 26 使用精密工具时提供手工支持。
- A. 27 使工具（除打击工具外）的重量减少到最小。
- A. 28 选择能用最小力量操作的工具。
- A. 29 为手动工具提供有适当厚度、大小、长度和外形的把手以便使用。
- A. 30 为手动工具提供有足够的摩擦力或有防护装置和制动器的把手以防滑动或脱落。
- A. 31 使工具具有良好绝缘性以避免烧伤和触电。
- A. 32 使工具的震动和噪音减少到最小。
- A. 33 为每一件工具提供一个“家”。（把每一件工具放好）
- A. 34 对手动工具进行定期检查和维护。
- A. 35 在工人使用电动工具之前先培训他们。
- A. 36 为电动工具的操作提供足够的空间和稳定的立足点。

机械安全

- A. 37 保护控制装置以防止意外起动。
- A. 38 紧急控制装置清晰可见并且操作者在正常位置获取容易。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

- A. 39 使每一个控制装置能很容易被辨认。
- A. 40 确保工作者能看见并能舒适地获取所有的控制装置。
- A. 41 按照操作顺序设计控制装置的位置。
- A. 42 控制装置运动要有自然预测。
- A. 43 限制脚踏板的数量，如果要使用的话，使它们易于操作。
- A. 44 使显示器和信号容易辨认和读取。
- A. 45 在显示器上用标记或颜色使工人明白他们要干什么。
- A. 46 清除或盖住所有未用的显示器。
- A. 47 使用人们能容易明白的标志。
- A. 48 使卷标和标记容易看见、读取和理解。
- A. 49 使用工人能容易并正确地理解的警告标志。
- A. 50 用夹具和固定设备使机器操作稳定、安全及高效。
- A. 51 购买安全的机器。
- A. 52 使用喂料和给料装置时手要远离机器的危险部位。
- A. 53 使用适当的保护装置和屏障以防止与机器运动部位直接接触。
- A. 54 用联动保护使工人不能接触运行中的机器的危险部位。
- A. 55 对机器和布线进行定期检查、清洁和维护。
- A. 56 对员工进行培训以确保安全高效的操作。

工作站设计

- A. 57 调整工作高度使它在每一名员工的肘部或稍微在其下方。
- A. 58 确保小个子员工能以正常/自然的姿势获取材料和控制装置。
- A. 59 确保大个子员工有足够的空间以自如地活动脚和身体。
- A. 60 把常用的材料、工具和控制器放在易于拿取的地方。
- A. 61 给每一个工作站提供一个稳定的多功能作业面。
- A. 62 为进行精密或详细检查工作的员工提供坐的工作场所；为需要身体活动和体力消耗大的工人提供站立的工作场所。
- A. 63 员工进行靠近身体或在身体前的工作时，确保员工能自然平衡地站立，并能由双脚承载体重。
- A. 64 尽可能使工人在工作中能坐立自如。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

- A. 65 为站立工作的同工提供椅子或凳子让他们能不时坐坐。
- A. 66 为坐的工作者提供好的、有靠背、可调整的椅子。
- A. 67 为在大小物体之间工作的员工提供可调整的作业面。
- A. 68 使用有键盘和显示器的、员工能调整的工作站，例如视频显示器。
- A. 69 为使用视频显示器的员工提供定期的视力检查和适当的眼镜。
- A. 70 为使用视频显示器的员工提供最新的培训。

A. 71 让员工参与自己工作站的改进设计。

照明

- A. 72 尽量使用日光照明。
- A. 73 如需更多的光，在墙壁和天花板上使用明亮的颜色。
- A. 74 在可能有人在的走廊、楼梯、斜坡梯和其它区域安装照明。
- A. 75 采用均匀的照明以减少工作区域亮度方面的变化。
- A. 76 为工人提供充足的照明使他们能随时高效、舒适的工作。
- A. 77 为精确操作或检查工作提供局部照明。
- A. 78 重新放置光源或安装灯罩以消除直接的刺眼的光。
- A. 79 从员工的视野范围内清除发亮的表面以消除间接的刺眼的光。
- A. 80 为需要持续密切注意的工作选择适宜的视觉背景。


A. 81 清洁窗户并保持光源。

建筑物

- A. 82 保护员工免于过度的热。
- A. 83 保护工作区免于外部过度的冷和热。
- A. 84 隔离或隔绝冷和热的来源。
- A. 85 安装能保证工作安全、高效的局部排风系统。
- A. 86 如需改善室内气候，请加强空气的自然流通。
- A. 87 改善和维持通风系统以保证工作区的空气质量。

危险物质和危险介质的控制

- A. 88 隔离或盖住嘈杂的机器或机器部件。
- A. 89 对工具和机器进行定期维护以降低噪音。
- A. 90 确保噪音不妨碍沟通、安全及工作。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

A. 91 减少震动对员工的影响以改善安全、健康及工作效率。

A. 92 选择防止触电和隔热好的手电筒。

A. 93 确保设备和照明的线路安全。

A. 94 保护员工免于化学危险以便他们能安全而有效进行工作。

福利设施

A. 95 提供并保持良好的更换、清洗和卫生设施以确保良好的卫生及整洁。

A. 96 提供良好的饮水设备、进食区及休息室以确保良好的表现和安宁。

A. 97 提高员工的福利服务水平、改善福利设施。

A. 98 为员工提供会议室和培训课室。

A. 99 清楚标明需要使用个人防护用品的区域。

提供充分的个人防护用品。

A. 100 当不能用其它方法消除风险时，选择合适并容易保养的个人防护用品。

A. 101 提供正确的说明、适应性试验和培训以确保个人防护用品的正确使用。

A. 102 确保每个人在需要的地方都使用个人防护用品。

A. 103 保证员工能接受个人防护用品。

A. 104 为个人防护用品的定期清洁和保养提供支持。

A. 105 为个人防护用品提供适宜的贮存。

A. 106 划清日常清洁和管理工作的责任。

工作组织

A. 107 让员工参与制定日常工作计划。

A. 108 就改善工作时间的安排咨询员工。

A. 109 通过员工小组/班组解决工作问题。

A. 110 在产品需要改变、为了更安全、容易和高效的工作而实施改进措施时，咨询员工。

A. 111 奖励为提高生产力和改进工作场所提供帮助的员工。

A. 112 经常让员工知道他们的工作成果。

A. 113 通过培训以增强员工的责任感并提供相应的方法以改进他们的工作。

A. 114 在工作场所提供便利的交流和互助的机会。

A. 115 为员工提供学习新技能机会。

A. 116 建立能集体完成工作并对工作结果负责的工作小组。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

- A. 117 改进困难及令人厌恶的工作以最终提高生产力。
 - A. 118 把工作结合起来使工作更有趣更多样。
 - A. 119 在不同的工作站之间建立中间产品的仓库（缓冲库存）。
 - A. 120 把观察显示器的工作和其它工作结合起来以提高生产力和减少疲劳。
 - A. 121 为持续观察显示器工作提供短暂和频繁的休息。
 - A. 122 分配工作时要考虑员工的技术和及其优势。
 - A. 123 为残疾员工改装设备和装备使他们能安全高效地工作。
 - A. 124 充分关注孕妇的安全和健康。
 - A. 125 采取措施确保年纪较大的员工能安全高效的工作。
 - A. 126 建立紧急预案保证正确的紧急操作、容易取得设备和撤退迅速。
- 学习本企业及其它企业的好例子，共享改善工作区的方法。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

附录二：

工作台人机工程学规定

- B.1 工作台面高度：从 58~74 厘米范围可调。
- B.2 工作台面宽度：至少 73 厘米宽，应有足够的工作空间，并配有可调的键盘和鼠标。
- B.3 视线距离：41~74 厘米。
- B.4 工作台面厚度：2.5 厘米。
- B.5 与屏幕相比，眼睛的视线范围：显示屏幕最高的活动线不应该高于用户的正常视线。
- B.6 视角：视角介于正前方视线和屏幕最高活动线之间，这代表视线的正常方向。如果测量，该角度大约为 15~30 度，最高活动线是经常使用的显示屏的第一条视线，不是状态柱或指令线。
- B.7 腿部空间宽度：最小 51 厘米。
- B.8 腿部空间深度：最小 38 厘米膝盖水平，60 厘米脚趾水平。
- B.9 腿部空间高度：最小 66.5 厘米。
- B.10 座位高度：40~58 厘米可调范围。
- B.11 座位面板的尺寸：33~43 厘米深度，最小 45.5 厘米宽度，前倾。
- B.12 座位坡度：向前或向后坡度在 0~10 度可调范围。
- B.13 靠背规格：38~51 厘米高；33 厘米宽。
- B.14 靠背高度：高于座位 8~15 厘米。
- B.15 靠背斜度：15 度可调角度(大约至垂直两侧的角度为 7.5 度)。
- B.16 靠背与座位之间的角度：90~105 度之间。
- B.17 座位与小腿之间的角度：60~100 度。
- B.18 上臂和前臂至键盘的角度：大于 70 度，小于 135 度。手和上臂应该位于同一个平面。
- B.19 键盘、鼠标或其它点击装置：点击装置应该与键盘位于同一高度。当操作员的手放在该装置上时，手、腕和前臂应该合理地伸直，肘关节应该靠近身体。敲击键盘和使用鼠标等重复性动作易造成重复性肌肉紧张症，应安排中间休息和放松手部。
- B.20 显示屏：应清晰可读，没有明显的闪烁；亮度和对比度可进行必要的控制，应直接面对显示屏和键盘，尽可能避免扭动身体。
- B.21 电话：使用电话不要夹在脖子与肩之间。

	文件汇编 Document Compilation	文件编号 Document code: ZTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Zhongtian Technology Heat Resistant Conductor Factory

中天科技耐热导线工厂

内部公开文件

Security Management Regulations

安管理规定

文件编号 Document code: ZTHRC-SR03-RLZY-003

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中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

安管理规定

一、目的

I. Purpose

为了确保工厂的安保工作控制在合理限度，明确工厂保安人员工作的职责，限制其权力延伸，更好地促进工厂安保工作与人权保护工作，特制定本制度。

This policy has been established to ensure that factory security operations are maintained within reasonable limits, to clarify the duties of factory security personnel, to restrict the scope of their authority, and to better promote the integration of factory security with the protection of human rights.

二、范围

II. Scope

本程序适用于工厂所有安保人员的管理。

This program is designed for the management of all security personnel at the factory.

三、术语和定义

III. Terminology and definition

/

四、职责和权限

IV. Responsibilities

1、人力资源部负责确定本工厂安保人员职责权限的具体范围；

1. General Manager's Office is responsible for determining the factory's principles and policies on child labor issues and supervising their implementation.

2、生产部负责对安保人员的日常管理与监督；

2. The Production Department is responsible for the day-to-day management and supervision of security personnel;

3、安保人员全面负责工厂的安全保卫工作，保障厂区财产安全、生产经营秩序及全体员工人身安全。

3. Security personnel are fully responsible for the security of the factory, ensuring the safety of factory property, maintaining order in production and operations, and safeguarding the personal safety of all employees.

五、制度

V. System

1、工厂安保工作坚持安全第一、合规合法、权责清晰、公平公正，坚持“必要且合理”的管控原则，所有安保管控行为均须有明确依据，不得超出维护厂区安全的合理范围，不得侵犯

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

员工的人权与合理自由。

1. The factory's security operations adhere to the principles of safety first, compliance with laws and regulations, clear delineation of responsibilities, and fairness and impartiality. They uphold the principle of "necessary and reasonable" control measures; all security actions must have a clear basis, must not exceed the reasonable scope of maintaining campus security, and must not infringe upon employees' human rights or reasonable freedoms.

2、工厂安保人员的具体职责：

a.负责厂区门禁管理、巡逻防控、监控运维，防范盗窃、破坏、火灾、斗殴等安全事故及违法违规行为；

b.负责进出厂区人员、车辆、物品的查验与登记，保障厂区人员、财产安全；

c.负责配合处置厂区内突发安全事件，及时上报并配合相关部门处理；

d.严格遵守人权保障相关规定，规范执勤行为，杜绝非法限制人身自由、粗暴执法等行为。

2. Specific duties of factory security personnel:

a. Responsible for access control management, patrols and security monitoring, and surveillance system maintenance within the factory premises; prevent safety incidents such as theft, vandalism, fire, and fights, as well as illegal and non-compliant activities;

b. Responsible for inspecting and registering personnel, vehicles, and items entering and exiting the factory premises to ensure the safety of personnel and property;

c. Assist in responding to sudden security incidents within the premises, report them promptly, and cooperate with relevant departments in handling them;

d. Strictly comply with regulations regarding the protection of human rights, conduct duties in a professional manner, and prevent any unlawful restrictions on personal freedom or abusive enforcement practices.

3、工厂安保人员的具体权限：


a.有权对进入厂区的人员、车辆、物品进行查验、登记，对可疑人员、物品进行询问、核实，必要时可要求相关人员配合检查，但是不得搜查员工人身及私人物品；

b.有权劝阻、制止员工及外来人员的违规行为（如违规携带违禁品、破坏厂区设施、寻衅滋事等），对不听劝阻者，可上报工厂管理部门处理，必要时报警；

c.有权对厂区内违规区域、危险区域按要求进行管控，禁止员工擅自进入，引导员工遵守安全管理要求；

3. Specific Authorities of Factory Security Personnel:

a. Have the authority to inspect and register persons, vehicles, and items entering the factory

	文件汇编 Document Compilation	文件编号 Document code: ZTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

premises; to question and verify suspicious persons or items; and, when necessary, to request relevant personnel to cooperate with inspections; however, they may not search employees' persons or personal belongings;

b. They have the authority to deter and stop violations by employees and visitors (such as carrying prohibited items, damaging factory facilities, or causing disturbances). For those who refuse to comply, they may report the matter to the factory management for handling and, if necessary, contact the police;

c. They have the authority to control access to restricted and hazardous areas within the factory premises as required, prohibit employees from entering without authorization, and guide employees to comply with safety management requirements;

4、严格禁止事项

a. 严禁安保人员无任何正当理由阻拦员工正常进出厂门，不得因个人恩怨、主观臆断等随意限制员工出行；

b. 严禁安保人员以查验、管控为由，非法限制员工人身自由，包括强制滞留、锁闭在某一区域等；

c. 严禁安保人员搜查员工人身、私人物品，不得扣押与扣留员工身份证、工作证、手机等个人合法物品（法律另有规定的危险物品等除外）；

d. 严禁安保人员对员工进行辱骂、殴打、恐吓、威胁等对员工的身体与心理造成伤害与压力的行为；

e. 严禁以“安保管控”为名，变相剥夺员工的合法出行权利，所有限制行为均需有明确依据、合理理由，并做好书面记录。

4. Strictly Prohibited Acts

a. Security personnel are strictly prohibited from obstructing employees' normal entry or exit through the factory gates without just cause; they must not arbitrarily restrict employees' movement based on personal grudges, subjective assumptions, or similar grounds;

b. Security personnel are strictly prohibited from unlawfully restricting employees' personal freedom under the pretext of inspection or control, including forcing them to remain in a specific area or locking them in;

c. Security personnel are strictly prohibited from searching employees' persons or personal belongings, and must not confiscate or detain employees' personal legal items such as ID cards, work permits, or mobile phones (except for dangerous items as otherwise specified by law);

d. Security personnel are strictly prohibited from engaging in behavior that causes physical or

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

psychological harm or stress to employees, such as verbal abuse, physical assault, intimidation, or threats;

e. It is strictly prohibited to use “security control” as a pretext to indirectly deprive employees of their lawful right to movement; all restrictive actions must be based on clear grounds and reasonable justification, and must be documented in writing.

六、相关文件

VI.Related documents

/

七、相关记录

VII.Related records

/

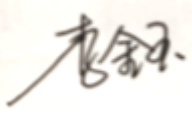
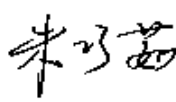
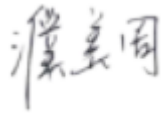
	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 内部公开文件 Total 169

Daily Management Reward and Punishment System

日常管理奖惩制度

编号：ZTTHRC-SR03-RLZY-001



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签署	陈培培、曹天垚、王冠聪、李亚鹏、单小龙、徐维维、王俊明、冯云飞

中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025 年 12 月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

日常管理奖惩制度

Daily Management Reward and Punishment System

一、目的

I.Purpose

为全面规范工厂员工的日常行为、确认员工的日常行为准则、营造内部和谐、安全、有序、合规的工作环境与氛围，鼓励弘扬优秀事迹、及时制止纠正不当行为，特制定本制度。

This policy is established to comprehensively regulate the daily conduct of factory employees, confirm their code of conduct, foster a harmonious, safe, orderly, and compliant work environment and atmosphere, encourage the promotion of exemplary deeds, and promptly address and correct inappropriate behavior.

二、范围

II.Scope

本制度适用于耐热导线工厂对内部所有员工的日常管理。

This system applies to the daily management of all internal employees at the heat-resistant wire factory.

三、术语和定义

III.Terminology and definition

(一) 轻微损害：指 3000 元（含）以下直接或可预测的间接经济损失。

(1) Minor Damage: Refers to direct or foreseeable indirect economic losses not exceeding 3,000 yuan (inclusive).

(二) 一般损害：指 3000 至 20000 元（含）直接或可预测的间接经济损失。

(2) General Damages: Refers to direct or foreseeable indirect economic losses ranging from 3,000 to 20,000 yuan (inclusive).

(三) 严重损害：指 20000 元以上直接或可预测的间接经济损失。

(3) Serious Damage: Refers to direct or foreseeable indirect economic losses exceeding 20,000 yuan.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

(四) 消极影响：包括内外部影响，内部影响包括员工行为导致办公秩序混乱、业务经营、运营生产受到影响等、或者使得其他员工身心健康收到威胁；外部影响包括员工行为导致的对工厂负面、不实、不利信息及言论通过外界渠道公布、传播、散布等。

(4) Negative Impacts: These encompass both internal and external effects. Internal impacts include disruptions to office order, operational efficiency, and production caused by employee conduct, or threats to the physical and mental well-being of other employees. External impacts involve the dissemination of negative, inaccurate, or detrimental information and statements about the factory through external channels as a result of employee actions.

四、职责和权限

IV.Responsibilities

(一) 人力资源部负责组织年度各类优秀员工等奖励的评选活动，并依职权控制各类惩戒行为；

1. The Human Resources Department is responsible for organizing annual selection activities for various awards such as Outstanding Employee, and exercises authority to oversee disciplinary actions.

(二) 各部门依据本制度的规定，根据内部管理实际情况进行相应的日常管理奖惩活动。

2. Each department shall conduct daily management reward and punishment activities in accordance with the provisions of this system and based on its actual internal management circumstances.

五、制度

V.System

(一) 奖励

(I)Reward

工厂在每个工作年度结束后，都将由人力资源部组织评选活动，参与评比集团新人成长奖、优秀服务奖、品牌建设奖、质量大师奖、优秀中方驻外奖、劳动模范奖、培训教育个人奖、市场开拓奖、销售标兵、工厂温暖感动人物奖、管理标兵、技术创新标兵、技术新锐奖、总裁特别奖等，对全年工作表现优秀的员工给予奖励，包括奖章、荣誉证书等。有以下之一的优秀表现，都有可能得到公开表扬并可以参加优秀员工的评选：

At the conclusion of each fiscal year, the factory will conduct an annual recognition program organized by the Human Resources Department. Employees will be eligible for awards including the


	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Newcomer Growth Award, Outstanding Service Award, Brand Development Award, Quality Master Award, Outstanding Overseas Chinese Employee Award, Model Worker Award, Individual Training and Education Award, Market Development Award, Sales Champion, Company Warmth and Inspiration Award, Management Champion, Technical Innovation Champion, Technical Rising Star Award, and President's Special Award. Employees demonstrating outstanding performance throughout the year will be rewarded with medals, certificates of honor, and other recognition. Employees exhibiting any of the following exemplary behaviors may receive public commendation and become eligible for the Outstanding Employee selection:

- 1、品德端正、工作努力，当年工作表现排名前 10%的；
1. Of good moral character and diligent in work, ranking in the top 10% for performance that year;
- 2、通过降本增效为工厂创造了 ≥ 10 万元的经济效益的；
2. By reducing costs and improving efficiency, it generated economic benefits of $\geq 100,000$ yuan for the factory;
- 3、为工厂挽回了 ≥ 5 万元经济损失的；
3. For those who have saved the factory $\geq 50,000$ yuan in economic losses;
- 4、为工厂取得了重大社会荣誉或其它特殊贡献者；
4. Individuals who have earned significant social honors for the factory or made other special contributions
- 5、对工作业务或管理制度提出了 ≥ 3 条的重要有效合理化建议，得到采纳实施并取得重大成果和显著成绩；
5. Submitted ≥ 3 significant, effective, and reasonable suggestions regarding work operations or management systems, which were adopted and implemented, yielding major achievements and notable results;
- 6、举荐与培养了3名以上优秀人才或1名关键岗位成熟人才，促进工厂实现某项业务较大发展的。
6. Recommended and cultivated three or more outstanding talents or one mature talent for a key position, thereby driving significant growth in a specific business area for the factory.

(二) 惩戒

(II) Disciplinary action

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

1、为维护工厂和所有员工的合法权益，特制定下列规则 and 规定；员工如若违反下列规定，产生了实际或可能损害工厂、员工或其它合作单位合法利益（包括经济利益、健康安全、商业声誉等）的行为时，工厂将对其根据情节严重性、按照此规定和《惩戒性措施控制程序》进行相应惩戒。详情见下表：

1. To safeguard the legitimate rights and interests of the factory and all employees, the following rules and regulations are hereby established. Should any employee violate these provisions and engage in conduct that causes actual or potential harm to the legitimate interests of the factory, employees, or other partner entities (including economic interests, health and safety, commercial reputation, etc.), the factory shall impose corresponding disciplinary actions in accordance with the severity of the offense, as outlined in these regulations and the Disciplinary Measures Control Procedure. Details are provided in the table below:

行为 Action	情节 Circumstances	对应惩戒 Disciplinary action
在厂区内随地吐痰、随手乱扔杂物 Spitting on the ground and littering indiscriminately within the factory premises	/	口头教育 Verbal instruction
毁坏厂区的花草树木及其他绿化设施 Damage to plants, trees, and other landscaping facilities within the factory premises	/	口头教育 Verbal instruction
特定时间或地点在工厂内喧哗打闹，影响他人作息 Making loud noises or roughhousing at specific times or locations within the factory, disrupting others' work or rest.	/	口头教育 Verbal instruction
在厂区乱停放车辆，或不按指定要求停放车辆 Parking vehicles haphazardly within the factory premises, or failing to park vehicles in accordance with designated requirements.	/	口头教育 Verbal instruction
未及时关闭灯光、空调等而浪费水、电等能源 Failure to turn off lights, air conditioners, and other appliances in a timely manner leads to the waste of water, electricity, and other energy resources.	/	口头教育 Verbal instruction
现场物品摆放、环境清理等未按规定要求进行	/	口头教育

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

On-site item placement and environmental cleanup were not carried out in accordance with the specified requirements.		Verbal instruction
无故不参加工厂安排的培训课程 Failure to attend factory-arranged training courses without valid reason	/	警告批评 Warning and Criticism
各项记录填写不及时、不准确 Records of all items were not completed in a timely and accurate manner.	/	警告批评 Warning and Criticism
出入厂区不遵守规定或携带物品拒绝警卫或管理人员查询 Failure to comply with regulations when entering or exiting the factory premises, or refusal to allow security personnel or management staff to inspect items being carried.	/	警告批评 Warning and Criticism
在工厂所有的计算机上私自下载、安装不明的有安全隐患的软件 Unauthorized downloading and installation of unknown software posing security risks on all computers within the factory.	未造成损害或造成轻微损害 No damage or only minor damage was caused.	口头教育 Verbal instruction
	造成一般损害 Caused general damage	警告批评 Warning and Criticism
	造成严重损害 Caused serious damage	记过 Demerit
检查或监督人员未认真履行职责 Inspectors or supervisors have failed to perform their duties diligently.	未造成实际消极影响或消极影响轻微 No actual negative impact or only a minor negative impact	记过 Demerit
	造成一般消极影响 Caused a generally negative impact	记大过 A serious demerit
	造成严重消极影响 Caused a serious negative impact	解除劳动合同 Termination of the labor contract



文件汇编
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ZTTHRC-SR010203

社会责任管理体系手册、程序与制度汇编
Compilation of Social Responsibility
Management System Manuals, Procedures, and
Policies

共 169 页
Total 169


刻意隐瞒利益冲突情形 Deliberately concealing conflicts of interest	未造成实际消极影响或消极影响轻微 No actual negative impact or only a minor negative impact	记过 Demerit
	造成一般消极影响 Caused a generally negative impact	记大过 A serious demerit
	造成严重消极影响 Caused a serious negative impact	解除劳动合同 Termination of the labor contract
无故迟到、早退15分钟及以上 Unauthorized tardiness or early departure of 15 minutes or more	偶尔，即一个月 \leq 3次 Occasionally, i.e., \leq 3 times per month	警告批评 Warning and Criticism
	经常，即一个月 \geq 5次 Frequently, meaning \geq 5 times per month	记过 Demerit
	一贯，即年度内 \geq 20次 Consistent, meaning \geq 20 times within the year	解除劳动合同 Termination of the labor contract
旷工 Absenteeism	偶尔，即年度内 \leq 3天 Occasionally, i.e., \leq 3 day within the year	记过 Demerit
	经常，即年度内4~14天 Frequently, i.e. 4 to 14 days per year	记大过 A serious demerit
	一贯，连续旷工 \geq 5天或本年度内累计旷工 \geq 15天 Consecutive absences without leave \geq 5 days or cumulative	解除劳动合同 Termination of the labor contract

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

	absences without leave \geq 15 days within the current year	
损坏、遗失或浪费工厂各类资产 Damage, loss, or waste of various factory assets	未造成损害或造成 轻微损害 No damage or only minor damage was caused.	警告批评 Warning and Criticism
	造成一般损害 Caused general damage	记过 Demerit
	造成严重损害 Caused serious damage	解除劳动合同 Termination of the labor contract
因各种原因歧视、骚扰、虐待他人 Discriminate against, harass, or abuse others for any reason	未造成实际消极影 响或消极影响轻微 No actual negative impact or only a minor negative impact	记过 Demerit
	造成一般消极影响 Caused a generally negative impact	记大过 A serious demerit
	造成严重消极影响 Caused a serious negative impact	解除劳动合同 Termination of the labor contract
侮辱诽谤他人，侵犯他人隐私、名誉 Defaming others, infringing upon others' privacy and reputation	未造成实际消极影 响或消极影响轻微 No actual negative impact or only a minor negative impact	警告批评 Warning and Criticism
	造成一般消极影响 Caused a generally negative impact	记过 Demerit
	造成严重消极影响 Caused a serious	记大过 A serious

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169


	negative impact	demerit
诋毁、造谣或传播谣言而损害工厂声誉、影响工厂正常管理 Defaming, fabricating rumors, or spreading false information that damages the factory's reputation and disrupts its normal management operations.	未造成实际消极影响或消极影响轻微 No actual negative impact or only a minor negative impact	记过 Demerit
	造成一般消极影响 Caused a generally negative impact	记大过 A serious demerit
	造成严重消极影响 Caused a serious negative impact	解除劳动合同 Termination of the labor contract
工作态度不亲切或恶语相加、言语粗俗等，对同事、来访者、供应商、客户不礼貌 Displaying an unfriendly work attitude, using abusive language, or engaging in vulgar speech; being discourteous to colleagues, visitors, suppliers, or customers.	尚未造成投诉	警告批评 Warning and Criticism
	造成投诉	记过 Demerit
工作时间从事私人或与工作无关的活动、或者自行脱岗、打瞌睡等 Engaging in personal or non-work-related activities during work hours, or leaving one's post without authorization, dozing off, etc.	未造成损害或造成轻微损害 No damage or only minor damage was caused.	警告批评 Warning and Criticism
	造成一般损害 Caused general damage	记过 Demerit
	造成严重损害 Caused serious damage	解除劳动合同 Termination of the labor contract
在工作中，不按岗位规范履行职责，玩忽职守 Failing to perform duties in accordance with job specifications and neglecting responsibilities at work	未造成损害或造成轻微损害 No damage or only minor damage was caused.	警告批评 Warning and Criticism
	造成一般损害 Caused general	记过

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169


	damage	Demerit
	造成严重损害 Caused serious damage	解除劳动合同 Termination of the labor contract
利用职务上便利, 侵吞、窃取、骗取或者以其他手段非法占有工厂财物, 包括受贿、索贿、贪污、盗窃、挪用资金、私设罚款、接受宴请等 Abusing one's official position to embezzle, steal, defraud, or otherwise unlawfully appropriate factory property, including accepting bribes, soliciting bribes, embezzlement, theft, misappropriation of funds, imposing unauthorized fines, accepting banquets, etc.	未造成损害或造成轻微损害 No damage or only minor damage was caused.	记过 Demerit
	造成一般损害 Caused general damage	记大过 A serious demerit
	造成严重损害 Caused serious damage	解除劳动合同 Termination of the labor contract
损坏电脑程序、私设密码、毁坏资料 Damaging computer programs, setting unauthorized passwords, destroying data	未造成数据损坏丢失 No data corruption or loss occurred.	警告批评 Warning and Criticism
	造成一般数据损坏丢失 Caused general data corruption and loss	记过 Demerit
	造成关键数据损坏丢失 Caused critical data corruption and loss	记大过 A serious demerit
违反廉洁要求, 向工厂内外部进行贿赂或者违规进行招待宴请等 Violating integrity requirements by offering bribes to individuals inside or outside the factory, or engaging in improper hospitality or banquets.	未造成损害或造成轻微损害 No damage or only minor damage was caused.	记过 Demerit
	造成一般损害 Caused general damage	记大过 A serious demerit

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

	造成严重损害 Caused serious damage	解除劳动合同 Termination of the labor contract
违反内部保密规定、泄露工厂商业秘密 Violating internal confidentiality regulations and disclosing the factory's trade secrets	未造成损害或造成轻微损害 No damage or only minor damage was caused.	记过 Demerit
	造成一般损害 Caused general damage	记大过 A serious demerit
	造成严重损害 Caused serious damage	解除劳动合同 Termination of the labor contract
不按规定办理请假手续 Failure to follow proper procedures for requesting leave	/	记过 Demerit
无故拒绝遵守主管人员的合理指挥或指示 Unjustified refusal to comply with reasonable orders or instructions from a supervisor	/	记过 Demerit
未经许可携带危险物品、易燃易爆品进入厂区 Unauthorized entry of hazardous materials, flammable or explosive substances into the factory premises	/	记过 Demerit
代替他人打卡或未上班而接受他人代替打卡 Clocking in for someone else or accepting someone else to clock in for you when absent from work	/	记过 Demerit
故意协助工厂外人员混入厂区内 Deliberately assisting individuals from outside the factory premises to gain unauthorized access to the factory grounds	/	记过 Demerit
酗酒、醉酒闹事 Alcohol abuse, drunken disorderly conduct	/	记过 Demerit
恐吓、威胁他人或利用他人恐吓威胁	/	记大过

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

Intimidating or threatening others, or using others to intimidate or threaten		A serious demerit
因他人检举而打击报复 Retaliation against someone who reported another person	/	记大过 A serious demerit
拉帮结派、聚众斗殴 Forming cliques and ganging up to fight	/	记大过 A serious demerit
私藏管制刀具等违禁危险物品 Illegally possessing restricted knives and other prohibited dangerous items	/	记大过 A serious demerit
进行赌博、吸毒等犯罪活动 Engaging in criminal activities such as gambling and drug use	/	解除劳动合同 Termination of the labor contract
于受聘时虚报资料，使工厂误信而遭受损害 Provided false information upon employment, causing the factory to be misled and suffer damages.	/	解除劳动合同 Termination of the labor contract
故意进行危害工厂、员工及其家属安全的行为 Deliberately engaging in acts that endanger the safety of the factory, its employees, and their families	/	解除劳动合同 Termination of the labor contract
仿效上级主管签字、私刻和盗用公司公章或撕毁涂改公司正式文书、文件者 Those who forge the signatures of superiors, illegally carve or misuse company seals, or tear up or alter official company documents and papers.	/	解除劳动合同 Termination of the labor contract
存在提供虚假病假单或虚假发票报销者 Individuals who provide false sick leave certificates or submit fraudulent invoices for reimbursement	/	解除劳动合同 Termination of the labor contract
违反国家法律法规被依法追究刑事责任者 Persons who violate national laws and regulations and are held criminally liable in	/	解除劳动合同 Termination of the labor

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169
accordance with the law		contract

2、工厂采取累进式惩戒的方法，如员工已发生过一次违纪，在六个月内再次发生同类违纪的，则下一次应当在除了解除劳动合同的范围内加重一级进行惩戒。

2. The factory implements a progressive disciplinary approach. If an employee has already committed one violation and commits the same type of violation again within six months, the subsequent disciplinary action shall be escalated by one level, excluding termination of the employment contract.

3、员工有上表所述行为造成工厂经济损失的，工厂认为有需要时，员工应依法应进行赔偿，工厂可直接通过扣发相应工资的方式作为员工造成经济损失的赔偿，但不得超过法律规定的扣除比例（20%），且保证扣除后剩余工资不低于当地最低工资标准。

3. Employees who engage in the conduct listed in the table above and cause economic losses to the factory shall, when deemed necessary by the factory, compensate for such losses in accordance with the law. The factory may directly offset the corresponding wages as compensation for the economic losses caused by the employee, but such deductions shall not exceed the legally prescribed deduction ratio (20%) and shall ensure that the remaining wages after deduction are not less than the local minimum wage standard.

六、相关文件

VI.Related documents

《惩戒性措施控制程序》 ZTTHRC-SR02-ZJB-008

Disciplinary Action Control Procedure ZTTHRC-SR02-ZJB-008

《质量管理奖惩制度》 ZTTHRC-SR03-ZL-001

Quality Management Reward and Punishment System ZTTHRC-SR03-ZL-001

七、相关记录

VII.Related records

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	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 内部公开文件 Total 169

Quality Management Reward and Punishment System

质量管理奖惩制度

编号：ZTTHRC-SR03-ZL-001




项目 \ 名称	编制	审核	批准
签字			
日期	2025. 10. 14	2025. 10. 14	2025. 10. 14

文件会签栏	
部门	数字化部、技术部、生产部、设备部、质量部、考核部、市场部、采购部
签署	陈培培、曹天垚、王冠聪、李亚鹏、单小龙、徐维维、王俊明、冯云飞

中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025年10月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

质量管理奖惩制度

Quality Management Reward and Punishment System

一、目的

I.Purpose

为从管理的角度践行“质量是生产出来的”以及“不合格品不出车间”的理念，通过适当的奖励与惩戒措施鼓励促进员工提升过程质量控制能力、异常自主修复能动性、主动发现和解决质量异常的主观能动性，从而提升产品质量合格率及质量稳定性，特制定本制度。

To implement the principles that “quality is produced” and “non-conforming products do not leave the workshop” from a management perspective, this system is established to encourage employees through appropriate rewards and disciplinary measures. The aim is to enhance their process quality control capabilities, proactive ability to independently resolve anomalies, and initiative to proactively identify and address quality issues. This will ultimately improve product quality compliance rates and stability.

二、范围

II.Scope

本制度适用于耐热导线工厂的质量管理。

This system applies to the quality management of heat-resistant conductor factory.

三、术语和定义

III.Terminology and definition

/


四、职责和权限

IV.Responsibilities

(一) 质量部经理：负责统筹考虑需要通过惩戒性措施控制的人为质量问题并确定相应的惩戒性措施等级。

1. Quality Department Manager: Responsible for comprehensively evaluating human-related quality issues requiring disciplinary measures and determining the corresponding disciplinary action levels.

(二) 质量管理员：负责各个车间有疑问数据的对接，认定以及数据修改。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

2. Quality Administrator: Responsible for coordinating, verifying, and modifying questionable data across all workshops.

(三) 车间主管：负责对各项质量数据进行核对，有疑问对接质量管理员，双方认同后，修改数据。

3. Workshop Supervisor: Responsible for verifying all quality data. If any discrepancies arise, consult with the Quality Management Officer. After mutual agreement, modify the data.

五、制度

V.System

(一) 奖励

(I) Rewards

为提升员工的过程质量控制能力，因此特规定自主叫停的奖励方法：

To enhance employees' process quality control capabilities, a reward system for self-initiated stoppages is hereby established:

过程控制 Process Control	年终评优优先考虑 Priority consideration for year-end commendations	主要责任人 Primary Responsible Person	经核实，避免产生质量事故 After verification, prevent quality incidents from occurring.
	优先评选工匠 Prioritize selection of master craftsmen		经核实，避免产生批量质量不合格 After verification, avoid generating batches of non-conforming products.
	班组会公开夸奖 Public praise at team meetings		避免一般质量问题 Avoid common quality issues

自主叫停后需巡检现场确认，避免发生质量异常、质量事故或者避免发生批量的质量异常。每月由车间梳理表单登记，生产部、质量部、技术部、设备部需进行确认。

After self-initiated suspension, on-site inspection and confirmation are required to prevent quality anomalies, quality incidents, or batch-level quality issues. Monthly documentation must be compiled by the workshop, with confirmation required from the Production Department, Quality Department, Technical Department, and Equipment Department.

车间 Workshop	工序 Process	类别 Type	反馈项目 Feedback Items
导线车间 Conductor Workshop	拉丝工序 Wire drawing process	材料 Material	杆材表面缺陷； Surface defects on the rod material;
		设备 Equipment	由于拉丝油导致拉丝单丝表面质量异常，未产生>3盘不合格单丝；

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

			<p>Due to drawing oil, the surface quality of drawn monofilaments exhibited abnormalities, resulting in no more than three spools of non-conforming monofilaments;</p> <p>由于设备或工装导致的线径不合格, 未产生 >3 盘不合格品单丝;</p> <p>No more than three spools of non-conforming filaments were produced due to wire diameter non-compliance caused by equipment or tooling;</p>
		绞线工序 Stranding Process	<p>材料 Material</p> <p>钢芯 7 要素; 开机过程钢芯异常; 过校直轮断线; 上机单丝表面缺陷; 单丝 4 要素; 收线盘熏蒸标识错误; Seven Key Elements of Steel Cores; Abnormalities in Steel Cores During Startup; Wire Breakage After Passing Straightening Rollers; Surface Defects on Single Wires During Machine Operation; Four Key Elements of Single Wires; Incorrect Fumigation Markings on Take-Up Reels;</p>
		工艺 Process	<p>发现工艺卡错误; Discovered an error in the crafting card;</p>
		设备 Equipment	<p>发现明显异常, 导致质量事故; 断线保护失灵; Detected significant abnormalities leading to quality incidents; Failed wire break protection;</p>
	时效工序 Time-sensitive process	设备 Equipment	<p>设备温度异常; Equipment temperature anomaly;</p>
铝杆车间 Aluminum Rod Workshop	/	材料 Material	<p>收线及时发现表面异常, 未产生 ≥ 2 捆异常杆材; Timely detection of surface abnormalities during wire winding, with no occurrence of ≥ 2 bundles of defective rods;</p> <p>熔铝前发现单丝夹杂钢芯; Detection of steel core inclusions in individual wires prior to aluminum melting;</p>
		设备 Equipment	<p>浇铸出锭温度, 温差较大; Casting ingot temperature, significant temperature difference;</p>
		检测 Inspection	<p>熔铝炉前样检测数据异常。 Abnormal sample testing data detected at the aluminum</p>

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169
		melting furnace.

(二) 惩戒

(2) Disciplinary action

1、为提升员工的质量异常自主修复能动性，确保问题不出车间，对于非性能类的质量不良，巡检在车间外发现并反馈后，落实对相应责任人的口头教育或警告批评。特殊情况，向所在部门经理申请并经过质量部确认后，不进行惩戒。

1. To enhance employees' initiative in autonomously resolving quality anomalies and ensure issues are addressed within the workshop, for non-performance-related quality defects discovered and reported by patrols outside the workshop, verbal education or warning criticism shall be administered to the responsible personnel. In special circumstances, disciplinary action may be waived upon application to the department manager and confirmation by the Quality Department.

2、重大质量问题（质量红线、质量事故）惩戒

2. Disciplinary Actions for Major Quality Issues (Quality Red Lines, Quality Incidents)

质量红线：

Quality Red Lines:

序号 No.	质量红线条款 Quality Red Line Clause
1	生产人员取样弄虚作假 Production personnel falsified sampling results.
2	生产人员隐瞒或无视质量问题，不上报，继续生产不合格产品 Production personnel conceal or disregard quality issues, fail to report them, and continue manufacturing non-compliant products.
3	挂停产品，私自摘除停牌 Suspended products, unauthorized removal of suspension notices
4	外层接头未通知相关人员现场确认、非外层焊接头未修复直接开机 External joints were not verified on-site by relevant personnel as required; non-external welded joints were not repaired before startup.
5	无视检测室叫停通知，继续生产不合格品 Ignoring the inspection room's halt notice, production of non-compliant products continued.
6	钢芯端头未剥出

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

	Steel core ends not stripped
7	外部客诉（抽检不合格、因内部原因产生客诉） External Customer Complaints (Failed Random Inspections, Complaints Arising from Internal Causes)

质量事故:

Quality Incident:

性质 Nature	类型 Type
人为质量事故 Human-caused quality incident	用错/设错/剪错/摁错/逃线/跳帮/少线/线径不合格/绞断/碰伤 Incorrect use/incorrect setting/incorrect cutting/incorrect pressing/wire deviation/wire jump/wire shortage/unqualified wire diameter/wire breakage/wire damage
质量事故定义 Definition of Quality Incident	由于人为或者设备原因导致产品报废、剥线二次绞合、连续三盘及以上同类型成品不合格，要形成事故分析报告； In cases where products are scrapped due to human error or equipment failure, secondary twisting occurs during wire stripping, or three or more consecutive reels of the same product type fail inspection, an incident analysis report must be prepared.

对于违反上述质量红线或导致质量事故的行为，因为一般性质较为恶劣、后果较为严重，采取记过、记大过或者解除劳动合同的惩戒性措施，具体采取何种措施视具体情节而定。情节严重性的认定可参照《日常管理奖惩制度》。

六、相关文件

VI.Related documents

《惩戒性措施控制程序》 ZTTHRC-SR02-ZJB-008

Disciplinary Action Control Procedure ZTTHRC-SR02-ZJB-008

《日常管理奖惩制度》 ZTTHRC-SR03-RLZY-001

Daily Management Reward and Punishment System ZTTHRC-SR03-RLZY-001

七、相关记录

VII.Related records

	文件汇编 Document Compilation	文件编号 Document code: ZTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

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	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR010203
	社会责任管理体系手册、程序与制度汇编 Compilation of Social Responsibility Management System Manuals, Procedures, and Policies	共 169 页 Total 169

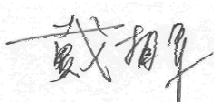

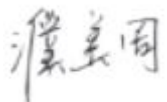
Safety Management Reward and Punishment System

内部公开文件

安全管理奖惩制度

编号：ZTTHRC-SR03-AH-001

受控文件
2025.10.15
安环部

项目 \ 名称	编制	审核	批准
签字			
日期	2025. 10. 15	2025. 10. 15	2025. 10. 15

文件会签栏	
部门	数字化部、技术部、生产部、设备部、质量部、考核部、市场部、采购部
签署	陈培培、曹天垚、王冠聪、李亚鹏、单小龙、徐维维、王俊明、冯云飞

中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025 年 10 月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

修订记录 Revision Record


序号 No.	章节号 Chapter No.	修改前内容 Contents before revision	修改后内容 Contents after revision	新版次 New version	修改人 Modifier	修改日期 Revision date
1	/	/	首次制定	A/0	季益梅	2023. 3. 27
2	NO. 6	/	增加教育培训、安全事故、安全隐患整改标准； 增加部分三违考核标准； 增加事故频发倾向者安全管控措施； 增加部门主管、班组长、一线员工安全具体管控事项。	A/1	戴相军	2023. 10. 19
3	NO. 6	三违管控要求	三违 ABC 分类管理细则	A/2	戴相军	2024. 8. 31
4	NO. 6	/	增加安全生产事故考核分类标准； 对班组长安全履职内容进行了细化分解； 明确“三违”“红线”或发生安全事故当事人取消工匠及评优资格； 增加安全生产事故员工抽问异常的情形； 5) 附件表格结合制度条款关联性进行了细化。	A/2	戴相军	2024. 8. 31
5	NO. 5	/	调整了奖励模式	A/2	戴相军	2024. 8. 31
6	/	/	调整部分惩戒措施等级	A/3	戴相军	2025. 10. 15

注：

1、本文件及文件内涉及清单履行以下审批流程：

编制（安环部人员）→审核（安环部经理）→文件格式审核（体系员）→批准（工厂厂长）→归档（体系员）。

2、流程外的文件审批流程由总经办确定。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

安全管理奖惩制度

Safety Management Reward and Punishment System

一、目的

I.Purpose

为从人员管理角度出发落实安全奖励人员和惩戒人员的筛选，从安全管理角度出发落实车间、班组安全管理效果的绝对评价，从安全文化建立角度出发营造及时制止违章，落实违章相互监督举报的安全氛围，结合工厂实际情况制订本管理细则。

These management guidelines are formulated based on the factory's actual conditions to: - Implement the selection of safety reward recipients and disciplinary actions from a personnel management perspective; - Conduct absolute evaluations of workshop and team safety management effectiveness from a safety management perspective; - Foster a safety culture that promptly stops violations and encourages mutual supervision and reporting of violations.

二、范围

II.Scope

本制度适用于耐热导线工厂的安全管理。

This system applies to the safety management of heat-resistant conductor factory.

三、术语和定义

III.Terminology and definition

/

四、职责和权限


IV.Responsibilities

(一) 安环经理：负责对工厂月底安全方面的奖惩进行核对，并确定应当予以颁发流动红旗的班组以及颁发流动黄旗的班组，将数据及时报送至总经理；

1. Safety and Environmental Manager: Responsible for verifying the safety-related rewards and penalties at the end of each month, identifying work teams eligible for the rotating red flag and those for the rotating yellow flag, and promptly submitting the data to the General Manager.

(二) 安环部：负责日常检查监督各车间对本制度的执行情况，安排巡查点检，发现、制止违反本制度规定的行为并要求落实惩戒。

2. Safety and Environmental Protection Department: Responsible for conducting routine

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

inspections and supervising the implementation of this system across all workshops. The department shall arrange patrols and inspections, identify and stop any violations of this system, and require the enforcement of disciplinary actions.

(三) 安全管理主要负责人：负责监督本制度实施情况，并对制度执行给予指导性意见。

3. Primary Responsible Person for Safety Management: Oversees the implementation of this system and provides guidance on its execution.

五、制度

V.System

(一) 车间总体管理

(I) Overall Workshop Management


1、每月由安环部根据各个车间的奖惩情况，确定当月“流动红旗”和“流动黄旗”，对“红旗”车间主管授旗，旨在对安全先进集体精准定位，提升员工安全履职的荣誉感；最后一名颁发流动黄旗，代表该车间与工厂安全管理存在差距，应当认清不足、努力改变现状；

Each month, the Safety and Environmental Department determines the “Rotating Red Flag” and “Rotating Yellow Flag” based on the performance of each workshop. The “Red Flag” is presented to the supervisor of the winning workshop, aiming to precisely recognize safety-advanced teams and enhance employees' sense of honor in fulfilling their safety responsibilities. The last-place workshop receives the Rotating Yellow Flag, signifying that it lags behind the factory's safety management standards and must acknowledge its shortcomings and strive to improve its current situation.

序号 No.	排名 Ranking	对应 Corresponding
1	第一名 First Place	颁发流动红旗 (安全模范车间) Awarding the Red Flag (Model Workshop for Safety)
2	第二名 Second Place	
3	第三名 Third Place	
4	倒数第一名 Last Place	颁发流动黄旗 (安全落后车间) Issue a Moving Yellow Flag (Safety-Lagging Workshop)

2、安全事故（含吓一跳事故）≥1起或红线≥1起、三违≥2起（A类违章或累计B类、C类违章达到考核情形作为三违的统计对象）的车间，无权参与当月安全管理的月度评比；

2. Workshops with ≥1 safety incident (including startling incidents), ≥1 red-line violation, or ≥2 violations of work discipline (where Class A violations or cumulative Class B/C violations

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

meeting assessment criteria count toward work discipline violations) shall be ineligible for participation in the monthly safety management evaluation for that month.

3、优秀车间主管、班组长可由安环部推荐至人力资源部，作为本年度优先推荐为工匠或其他评优的资格，主要依据每月安全管理的排名情况；

3. Outstanding workshop supervisors and team leaders may be recommended by the Safety and Environmental Protection Department to the Human Resources Department for priority consideration as candidates for this year's Craftsman Award or other commendations, primarily based on their monthly safety management rankings.

4、出现车间安全奖惩情况相同或类似而无法区分的情况，应当比较车间安全提案数量、自主隐患排查数量、重复隐患降低率、员工日常行为等绝对指标，以此区分名次。

4. When workshops receive identical or similar safety rewards or penalties that cannot be differentiated, rankings shall be determined by comparing absolute metrics such as the number of safety proposals submitted, the number of self-initiated hazard investigations conducted, the reduction rate of recurring hazards, and employee daily conduct.


(二) 管理细则

(II) Management Rules

1、安全红线要求

1. Safety Red Line Requirements

序号 No.	安全红线条款 Safety Red Line Clause
1	在非吸烟点吸烟的、酒后上岗的 Smoking in non-smoking areas, reporting for duty under the influence of alcohol
2	在供电室、熔融金属等危险区域（包括运行设备的危险区域）打盹、睡觉 Dozing off or sleeping in hazardous areas such as power distribution rooms and molten metal zones (including hazardous areas near operational equipment)
3	特种作业、特种设备作业未持有有效证件上岗或特殊作业未合规审批 Performing special operations or operating special equipment without valid certification, or conducting special operations without proper approval.
4	叉车叉运较大物品导致视线遮挡又必须正向行驶时无人引导的 When operating a forklift to transport larger items that obstruct visibility while requiring forward movement without a guide present.
5	私自拆除、关闭安全防护设施或环保设备的（故意致行程开关失效、关闭可燃气体报警、叉车监控系统等） Unauthorized removal or deactivation of safety protection facilities or environmental

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

	protection equipment (including deliberate disabling of limit switches, deactivation of combustible gas alarms, forklift monitoring systems, etc.)
6	检维修作业未挂标识牌、检维修牌未摘开机的（违反“谁挂牌谁摘牌”的原则） Maintenance work performed without posting a warning sign, or equipment started without removing the maintenance sign (violating the principle that “the person who posts the sign is responsible for removing it”)
7	无视安全叫停，继续盲目作业，违章指挥并强令他人违章作业 Ignoring safety stoppage orders, continuing blind operations, issuing illegal commands, and forcing others to violate regulations.
8	设备运行时，在旋转部位打扫卫生、油漆、嬉戏打闹等不安全行为 Unsafe practices such as cleaning, painting, or horseplay near rotating parts while equipment is in operation.
9	相关方(施工作业)未经资质审查合格安排进场的 Relevant parties (construction operations) were arranged to enter the site without passing qualification review.
10	瞒报、谎报、迟报（1小时内未上报安环部）安全事故 Underreporting, falsifying reports, or delayed reporting (failure to report to the Safety and Environmental Department within one hour) of safety incidents
总结口诀：施工方酒后无证在旋转叉车上睡觉发生事故，叫停挂牌报警处理。 Summary Mnemonic:(Simply for ease of memorization in the Chinese context, with no precise meaning.)	

说明事项：


Notes: (1) 任何人员违反安全红线要求，轻者处以记过或者记大过的惩戒并留岗察看后续表现，情节严重的予以解除劳动合同处理；

(1) Any personnel violating safety red line requirements shall be subject to disciplinary actions ranging from a formal reprimand to a major disciplinary warning, with continued employment pending review of subsequent conduct. Serious violations shall result in termination of the employment contract.

(2) 抽问员工《安全红线条款》掌握情况，若发现员工未掌握或掌握不牢（不清楚具体情况或模棱两可），当事人应当至少受到批评教育；

(2) When questioning employees about their understanding of the Safety Red Line Clauses, if it is found that an employee lacks knowledge or has an incomplete grasp of the provisions (e.g., unclear on specific details or provides ambiguous answers), the individual shall receive at least a formal reprimand and corrective education.

(3) 特殊作业审批执行异常的失职行为：默许无资格人员审批、未到现场审批、现场情况

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

未确认盲目审批或存在其他严重影响特殊作业安全管理的事项，视同安全红线处理，落实记过或者记大过的惩戒。

(3) Dereliction of duty in special operation approval procedures: Tolerating approvals by unqualified personnel, approving without on-site verification, blindly approving without confirming site conditions, or engaging in other acts severely compromising special operation safety management shall be treated as crossing safety red lines. Such violations shall be subject to disciplinary actions including formal reprimand or major reprimand.

2、三违管控要求

2. Requirements for Controlling the Three Violations

主旨：员工三违是绝大多数安全事故发生的根源所在，根据工厂以往安全事故防范对策、日常安全巡查等实际情况，结合三违发生类别、工序、岗位等具体情形，整理并制定成“三违 ABC 分类管理细则”，充分体现工厂安全管理“人性化执法”（**A类：不可容忍**，随时可能造成事故，应予以记（大）过，达到遏制事故苗头的目的；**B类：风险程度较高**，但暂时不会引发事故，应当进行警告批评；**C类：有风险但不会引起严重后果**，应当落实口头教育。所有惩戒记录均需按要求填写记录且便于员工清晰理解，该条款是全体员工日常安全行为的基本准则，应当严格遵守。）

Purpose: Employee violations of safety rules, procedures, and work discipline are the root cause of the vast majority of safety incidents. Based on the factory's past accident prevention measures, routine safety inspections, and other practical circumstances, combined with the specific categories, processes, and positions where violations occur, the “ABC Classification Management Guidelines for Violations” have been compiled and established. This fully embodies the factory’s “humanized enforcement” approach to safety management:(Category A: Unacceptable, posing imminent risk of causing an accident. Should be subject to a major demerit to curb the budding signs of an accident.; Category B: Higher risk but unlikely to trigger immediate accidents, warranting verbal warnings and criticism; Category C: Risk present but unlikely to cause severe consequences, requiring verbal education. All disciplinary records must be documented as required and presented in a manner easily understood by employees. This provision serves as the fundamental guideline for daily safety conduct for all employees and must be strictly adhered to.)

(1) 通用三违管理细则

(1) General Rules for Managing Three Types of Violations



文件汇编
Document Compilation

文件编号 Document code:
ZTTHRC-SR0203

社会责任管理体系程序与制度汇编
Compilation of Procedures and Policies for the
Social Responsibility Management System

共 169 页
Total 169

序号 No.	所属类别 Type	A 类 Category A	B 类 Category B	C 类 Category C
1	交通安全篇 Traffic Safety	进入车间未穿工作服 Violating regulations by entering the workshop without wearing work clothes.	未在厂内换工作服 Did not change into work clothes on the factory premises.	进入车间工作服未做到“三紧”（袖口、衣领、下摆） Work attire entering the workshop fails to meet the “three tight” requirements (cuffs, collar, hem).
2		走路全程看手机 Walking while staring at your phone the entire time	通过路口时看手机 Using a cell phone while crossing an intersection	在车间走路看手机 Walking around the workshop while looking at your phone
3		骑电动车/摩托车，未佩戴头盔 Riding an electric bike/motorcycle without wearing a helmet	头盔下颚带未系 Helmet chin strap not fastened	车辆安全装置不齐全 Vehicle safety equipment is incomplete
4		厂区驾驶机动车时速 $h > 30$ When driving motor vehicles within the factory premises, the speed must exceed 30 km/h.	厂区驾驶机动车时速 $25 \leq h \leq 30$ (km/h) Speed limit for motor vehicles within the factory premises $25 \leq h \leq 30$ (km/h)	厂区驾驶机动车时速 $20 \leq h < 25$ (km/h) Speed limit for motor vehicles within the factory premises $20 \leq h < 25$ (km/h)
5		翻越栏杆、护栏等防护设施 Climbing over railings, guardrails, and other protective barriers	机动车在厂区入口未减速 Motor vehicles failed to slow down at the factory entrance.	机动车在厂区违规停车 Motor vehicles parked illegally within the factory premises
6		未戴安全帽进入生产车间 Entered the production workshop without wearing a safety helmet	安全帽帽带与下颚超过两指 The distance between the helmet strap and the chin should exceed two fingers	佩戴过期的安全帽 Wearing an expired safety helmet
7		未穿劳保鞋进入车间 Entered the workshop without wearing safety shoes	接触噪声岗位，未按照佩戴耳塞进入车间 Exposed to noise-level workstation, entered workshop without wearing earplugs as required	接触噪声岗位，耳塞佩戴不规范进入车间 Exposed to noise-generating workstations, entered the workshop without properly wearing earplugs



文件汇编
Document Compilation

文件编号 Document code:
ZTTHRC-SR0203

社会责任管理体系程序与制度汇编
Compilation of Procedures and Policies for the
Social Responsibility Management System

共 169 页
Total 169

8		高处作业未佩戴安全带 Failure to wear a safety harness while working at heights	安全带未高挂抵用 Failure to properly secure seatbelt	使用报废的防坠器或安全带 Using a worn-out fall arrestor or safety harness
9	设备操作篇 Equipment Operation	设备带病运行，未及时报修 Equipment was operated while malfunctioning, and repairs were not promptly reported.	员工带病上岗，班组长未在班前会关注（落实班组长责任） Employees reported to work while ill, and the team leader failed to address this during the pre-shift meeting (implementing team leader responsibilities).	责任者未按照工厂安全管理要求，在当天进行安全事项宣贯 The responsible party failed to conduct safety briefings on the day in accordance with the factory's safety management requirements.
10		违反行车“十不吊”（含背对操作行车） Violation of the “Ten No-Lifting Rules” for Crane Operation (Including operating the crane with one's back turned)	操作行车时人员站在吊物下方或处于吊物运动轨迹内 Personnel standing beneath suspended loads or within the movement path of suspended loads while operating overhead cranes	行车使用后未停靠到位或吊钩距地面高度不符合要求 The crane did not come to a complete stop after operation, or the hook height above the ground did not meet requirements.
11	安全防护篇 Safety Protection	随意挪用现场安全设施 Unauthorized use of on-site safety equipment	擅自拆除孔洞盖板、栏杆、隔离层等安全防护设施 Unauthorized removal of safety protection facilities such as manhole covers, guardrails, and isolation barriers	堵塞消防通道（室外）及消防设施、配电箱、配电柜 Blocking fire lanes (outdoor) and firefighting equipment, distribution boxes, and distribution cabinets
12	作业行为篇 Assignment Behavior	车间配电室、箱、柜未上锁 Workshop electrical rooms, boxes, and cabinets are not locked.	推 2.8m 大铁盘未站同一侧 Pushing a 2.8-meter steel plate without standing on the same side	移动登高用具未上锁 Mobile access equipment not locked
13		设备防卷入安全装置未使用 Equipment anti-entrapment safety device not in use	依靠在旋转部位防护罩上 Leaning against the rotating part's protective cover	依靠在设备操作台上 Leaning against the equipment console
14		人力搬运物品单人超过 60KG Manual handling of items exceeding 60 kg per person	人力搬运物品单人超过 40KG Manual handling of items exceeding 40 kg per person	人力搬运物品单人超过 30KG Manual handling of items exceeding 60 kg per person


	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

15		切割机同时切两根及以上废缆 The cutting machine can process two or more scrap cables simultaneously.	使用未经防护的刀片 <u>Using unprotected blades</u>	切割机当班作业结束未清理 (落实班组长责任) Cutting machine not cleaned after shift completion (enforce team leader responsibility)
16		手持工件切割 (角磨机等) Handheld workpiece cutting (angle grinders, etc.)	工件未固定牢进行切割作业 Workpiece not securely fastened during cutting operation	人员离开电动液压车钥匙未拔 Personnel left the electric hydraulic vehicle key in the ignition.
17	违章指挥篇 (此类别, 均参照 A 类执行) Illegal Command Section (All cases in this category shall be handled in accordance with <u>Category A</u>)	<p>1、不认真履行自身安全生产工作职责, 不按照工厂规定组织生产经营活动; 1. Failing to conscientiously fulfill one's duties in workplace safety and failing to organize production and business activities in accordance with factory regulations;</p> <hr/> <p>2、指令员工不按操作规程, 在无安全保证措施的情况下安排工人拼设备、拼体力、抢时间、争速度; 2. Instructing employees to disregard operating procedures and, without implementing safety measures, arranging workers to push equipment to its limits, exert excessive physical effort, rush to meet deadlines, and compete for speed;</p> <hr/> <p>3、发生工伤事故未按照“四不放过”的原则接受教训和采取必要的防范措施, 仍继续冒险作业的; 3. Continuing hazardous operations without learning lessons or implementing necessary preventive measures following a workplace accident, in violation of the “Four No-Let-Ups” principle;</p> <p>4、设备安装不按照技术标准和规定程序进行施工、检查、验收、移交; 对在检查验收中提出的问题尚未解决就擅自投入使用的; 4. Equipment installation fails to comply with technical standards and prescribed procedures for construction, inspection, acceptance, and handover; or equipment is put into operation without resolving issues identified during inspection and acceptance.</p> <p>5、发现生产设备设施上安全防护装置缺少或失灵, 仍强行安排生产的安全监管部门下达停产停业通知后, 仍继续组织生产作业的, 其他违反有关法律法规及工厂规章制度指挥生产作业行为。 5. Continuing production operations after receiving a production suspension notice from the safety supervision department when safety protection devices on production equipment are missing or malfunctioning, or engaging in other production activities in violation of relevant laws, regulations, and factory rules and regulations.</p>		


(2) 车间/工序三违分类管理实施细则

(2) Detailed Implementation Rules for the Categorized Management of Three Violations in Workshops/Processes

序号 No.	适用车间 Workshop	A 类 Category A	B 类 Category B	C 类 Category C
1	五系车间 Five-Series Workshop	精炼、扒渣、向铝液中投料时未将面罩放下 During refining, slag removal, and adding materials to the	铝锭摆放靠外, 卸杆时存在碰撞 Aluminum ingots are placed near the edge, posing a risk of being	/

		文件汇编	文件编号 Document code:
2		molten aluminum, the Decan shield was not lowered.	Compilation of Procedures and Policies for the Pouring water into the aluminum Social Responsibility Management System
		向铝渣掩蔽管吹气时，Decan shield 未放下	knocked off during unloading.
		ZTTHRC-SR0203	
		共 169 页 Total 169	
3		投铝锭未用工具，采取抛、推 When handling aluminum ingots, do not use tools; instead, employ throwing or pushing methods.	/
4		工具使用前未烘干处理 The tool was not dried before use.	/
5		外来杆吊运前未进行安全确认，并进行吊运 The external pole was lifted without prior safety verification.	轮胎压盘未及时压上 The tire pressure gauge was not applied in a timely manner.
			拉丝光电感应开关未及时清理，油污遮挡 The brushed-finish photoelectric sensor switch was not cleaned promptly, and oil residue obstructed it.

序号 No.	适用车间 Workshop	A 类 Category A	B 类 Category B	C 类 Category C
1	铝杆车间 Aluminum Rod Workshop	拖车中有水 There is water in the trailer.	扎杆或剪杆未佩戴防护眼镜 Failure to wear safety glasses when using a pole or pruning shears	铝灰拉太满掉落地面 The aluminum dross was pulled too tightly and fell to the ground.
2		炉口、流槽未将面罩放下 The furnace opening and flow chute have not lowered the cover.	添加未使用工具 Add unused tools	衣服未扣好敞怀 The shirt is unbuttoned and open.
3		人为关闭可燃气体报警仪 Manually deactivate the combustible gas alarm	满炉时合金锭直接扔进炉内 When the furnace is full, simply toss the alloy ingots directly into the furnace.	铝水斗内有垃圾 There is trash in the aluminum water bucket.
4		精炼过程未佩戴口罩 Refining process without wearing a mask	盐酸柜未及时上锁 The hydrochloric acid cabinet was not locked in a timely manner.	拖车中有杂物 There are miscellaneous items in the trailer.
5		工具使用前未烘干处理 There are miscellaneous items in the trailer.	使用水冷却过滤包铝块 Water-cooled filter-wrapped aluminum block	行车频繁点动 Frequent intermittent operation
6		从流槽下方穿过	烟罩盖板插销未插	拖地后地面大面积积水

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

		Passing beneath the chute	The vent hood cover plate latch is not engaged.	After mopping, large areas of water pooled on the floor.
7		人在上口处用砂纸打磨结晶轮 A person is sanding the crystallization wheel at the upper opening with sandpaper.	更换钢带未佩戴面罩（地塘中） Replacing steel belt without wearing a face shield (in the pit)	/
8		使用盐酸不带面罩、防酸碱手套 When using hydrochloric acid, do not wear a mask or acid-alkali resistant gloves.	剪铝条时注意力不集中 Lack of concentration while cutting aluminum strips	/
9		收线时人用手扶杆材 When winding the line, the operator manually supports the rod material.	/	/
10		员工站在收线防护栏操作 Employees stand at the wire-receiving guardrail to perform operations.	/	/
11		用手扶吊物、废丝只挂单根 Hold suspended objects by hand; hang waste wire only on a single strand.	/	/

序号 No.	适用车间 Workshop	A类 Category A	B类 Category B	C类 Category C
1		搅拌时未将面罩放下 Did not lower the mask while stirring.	搅拌扒渣未佩戴口罩 Stirring slag without wearing a mask	拖地时地面有积水 There is standing water on the floor when mopping.
2	再生铝车间 Recycled Aluminum Workshop	舀铝灰或铝水时未佩戴脚套 Failure to wear protective footwear when handling aluminum dross or molten aluminum	筛分机爬梯门未及时上锁 The ladder door of the screening machine was not locked in a timely manner.	打包块堆放三层 Stack the packaged blocks in three layers.
3		球磨间打扫未两人配合 Ball mill room cleaning requires two-person coordination.	打包废丝时未及时佩戴口罩 Failure to wear a respirator promptly when packing waste yarn	/
4		人为关闭可燃气体报警仪	使用水冷却铝锭及铝块	/

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

		Manually deactivate the combustible gas alarm	Water-cooled aluminum ingots and aluminum blocks	
5	/	/	铁板铝灰多未及时清理 Most iron plate aluminum dross is not cleaned promptly.	/

序号 No.	适用步骤 Applicable Steps	拉丝工序 Wire drawing process		
		A 类 Category A	B 类 Category B	C 类 Category C
		1	吊杆 suspension rod	使用行车吊杆时，扎杆未吊全 When using the crane boom, the tie-down rod was not fully secured.
2		操作时行车控制线紧绷状态 Maintain a taut condition of the driving control line during operation.	杆材平行吊运时距地面 > 1m When hoisting parallel rods, maintain a distance of > 1m from the ground.	操作后控制器摇摆，未放置妥当 After operation, the controller wobbles and is not properly secured.
3	穿模 Clipping	穿模时脚踏开关同时启动 The foot switch activates simultaneously during mold clamping.	使用热焊机未佩戴防护面罩 Using a hot welding machine without wearing a protective face shield	/
4		两人同时操作，同时点动、穿模 Both operators perform the operation simultaneously, simultaneously performing jogging and piercing through the mold.	/	/
5	生产 Production	当班未按规定频次清理旋转模 The on-duty personnel failed to clean the rotary mold at the required frequency.	收线房清理铝粉不到位的，死角部位积尘 > 2mm Aluminum powder not fully cleaned in the wire take-up room; dust accumulation in hard-to-reach areas exceeds 2mm.	使用压缩空气吹扫铝粉 Use compressed air to blow away aluminum powder
6		不停机清理旋转模或者焊杆 Clean rotating molds or welding	佩戴带有拉丝油的手套操作按钮（穿模除外）	/

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

		<u>rods without stopping production</u>	<u>Wear gloves with threading oil when operating buttons (except when threading the mold).</u>	
7		设备未停机进入收线室内 The equipment entered the winding room without being shut down.	/	/
8		防护罩、防护门长时间处于打开状态，设备开机的 The protective cover and door remain open for extended periods while the equipment is powered on.	/	/
9	收线 Winding <u>up</u>	一人同时推两个盘具 One person pushes two trays at the same time.	拉丝放线架区域未使用档杆器或档杆器数量不足的 The wire drawing payoff area does not use stop bars or has an insufficient number of stop bars.	/

序号 No.	适用步骤 Applicable Steps	拉丝工序 Wire drawing process		
		A类 Category A	B类 Category B	C类 Category C
		1	设备未完全停止时剪单丝 Cutting single filaments while the equipment is not fully stopped	630 盘具时卡盘处理使用手拉 630 Chucking Fixture Handling Using Hand-Operated Chuck
2	换盘具 Change <u>the plate</u> 上盘小车未降到底上前推空盘 The upper cart hasn't fully descended yet; push the empty cart forward.	焊单丝、废缆打圈未佩戴面罩 Welding single wires, coiling scrap cables without wearing a face shield	行车使用后未停靠到位或吊钩距地面高度不符合要求 The crane did not come to a complete stop after operation, or the hook height above the ground did not meet requirements.	
3	两人同时上盘，形成夹角 Both players simultaneously move forward, forming an angle.	使用切割机未佩戴防护面罩 Using a cutting machine without wearing a protective face shield	/	

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

4	推盘具 Push the plate	一人同时推两个盘具 One person pushes two trays at the same time.	长距离（4 米及以上）推 630 盘具且现场无人监护 Long-distance (4 meters or more) pushing of 630-disc equipment without on-site supervision	/
5		收线架防卷入装置未调整或失效 Winding Guard is not adjusted or malfunctioning	行车控制线绕在钢丝绳、吊钩上 The travel control cable is wrapped around the wire rope and hook.	使用压缩空气吹扫铝粉 Use compressed air to blow away aluminum powder
6	生产 Production	擅自捆绑防护门行程开关 Unauthorized tampering with the protective door limit switch	电动叉车人离开钥匙未拔除 Electric forklift operator left the vehicle without removing the key.	切钢芯时放线架张力未放 When cutting the steel core, the tension on the payoff reel was not released.
7		上盘小车下降过程，作业者处在危险区域内（小车活动轨迹内） During the descent of the upper trolley, the operator is within the danger zone (within the trolley's travel path).	绞笼关闭过程作业者未观察绞笼或可能处在绞笼运行轨迹内 During the closing process of the screw conveyor, the operator failed to observe the conveyor or may have been within its operational path.	使用铁棒敲击盘具（卸盘具） Use an iron rod to strike the pan (to remove the pan).
8	放线架卸盘 Unloading the reel from the payoff reel stand	放线架卸钢芯盘具时不降到底，人员手拉或手摇盘具 When unloading the steel core reel from the payoff reel, do not lower it to the bottom; personnel must manually pull or crank the reel.	使用剪刀、工具等物品操作设备电气按钮 Using scissors, tools, or other items to operate electrical buttons on equipment.	上盘小车不降到底转动绞体 The upper carriage does not lower to the bottom when rotating the stranded body.

序号 No.	适用步骤 Applicable Steps	检测工序 Inspection Process		
		A 类 Category A	B 类 Category B	C 类 Category C
		1	盐酸使用 Hydrochloric Acid	领取盐酸后橱柜未及时上锁 Cabinet not locked promptly after hydrochloric acid retrieval
2	酸处理 Acid Handling	未佩戴防护面罩、耐酸碱手套 Not wearing a protective face	使用后的盐酸空瓶未收纳 Empty hydrochloric acid	/

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169


		shield or acid-alkali resistant gloves	bottles have not been stored after use.	
3	钢芯取样 Steel core sampling	防护面罩未佩戴 Face shield not worn	/	/
4	检验检测 Inspection and Testing	用切割机时使用缺口的切割片, 切割铝锭时刀口对人 When using a cutting machine with a notched blade to cut aluminum ingots, the blade edge must be directed away from the operator.	/	/

序号 No.	适用步骤 Applicable Steps	时效工序 Time-sensitive process		
		A 类 Category A	B 类 Category B	C 类 Category C
		1	时效过程 Time-Aging process	维修保养私自进入炉体内部 Unauthorized entry into the furnace interior during maintenance and servicing

(3) 岗位三违分类管理实施细则


(3) Detailed Implementation Rules for the Categorized Management of Three Violations in the Workplace

序号 No.	适用岗位 Suitable Positions	A 类 Category A	B 类 Category B	C 类 Category C
1	包装工 packager	在雷雨、暴雨或六级及以上大风时仍进行室外高处作业 Continuing outdoor work at heights during thunderstorms, heavy rain, or winds of force 6 or higher	行车操作结束后吊具长时间(距作业结束超过 1h)悬空 After completion of crane operations, the lifting device remains suspended for an extended period (more than 1 hour after the end of the operation).	劳保用品佩戴不规范 Non-compliant use of personal protective equipment
2		采取多盘片调运时用手触摸盘片或手处于两盘片中间 When handling multiple discs, avoid touching the discs with your	使用登高梯未确保刹车工作 Failure to ensure the brakes are engaged when using a ladder	工作服卷袖口 反光马甲拉链未拉 Work uniform sleeves rolled up Reflective vest zipper not

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

		hands or placing your hands between two discs.		fastened
3		行车操作违反行车“十不吊” Violation of the “Ten No-Lifting Rules” for crane operations	出口装箱撬棒后面站人 Person standing behind export packing pry bar	安全帽帽带佩戴不规范 Safety helmet chin straps not worn properly
4		移动电动工具（角磨机，钉枪，扳手）未按照规范要求使用 Portable power tools (angle grinders, nail guns, wrenches) were not used in accordance with specifications.	未使用爬梯，直接从汽车车厢跳下地面 Without using the ladder, he jumped directly from the truck bed to the ground.	推满盘导线时未站在同一侧 When pushing a full tray of wires, do not stand on the same side.
5		夜里卸杆未开特殊作业许可证 Nighttime pole removal without a special operation permit	上下爬梯未锁住刹车 The brakes were not engaged when climbing up or down the ladder.	集装箱箱门打开后未固定 The container door was not secured after opening.
6		卸盘具人员攀爬盘片 Personnel climbing the disc plates to unload the tray		
7		气枪指向人 The air gun was pointed at the person.	/	/
8		登高作业不佩戴安全绳 Working at heights without wearing a safety harness		
9		碱池使用时，未佩戴防飞溅眼镜 When using the alkali tank, safety goggles were not worn.	/	


序号 No.	适用岗位 Suitable Positions	A 类 Category A	B 类 Category B	C 类 Category C
1	叉车工 Forklift Operator	驾驶叉车与他人闲聊 Chatting idly with others while operating a forklift	叉车未按照要求点检 The forklift was not inspected as required.	作业结束叉车未停在指定区域 After completing the task, the forklift was not parked in the designated area.
2		车速 10km/h 持续 8 秒及以上 Vehicle speed of 10 km/h sustained for 8 seconds or longer	行驶至路口未减速慢行 Failing to slow down when approaching an intersection	叉车漏油未及时报修 Forklift oil leak not reported for repair in a timely manner
3		驾驶过程中未佩戴安全带、接打电话 Not wearing a seatbelt while driving; using a phone while driving	行驶至车间出入口或转弯路口未鸣笛示意 Failure to sound horn when approaching workshop entrances/exits or turning	进入其他厂区驾驶叉车未确认路况环境 Operating a forklift in another facility without confirming the road conditions and environment.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

			intersections	
4		使用叉齿顶、挑、推工件或超载行驶 Using forks to lift, hook, or push workpieces, or operating while overloaded	叉车停止行驶未熄火（叉车停止时间 > 1min） Forklift stopped without engine shutdown (Forklift stopped for >1 min)	叉车作业结束未检查车况的 Forklift operation completed without inspecting vehicle condition.
5		使用叉齿前端转运工件，且工件未固定牢固 Using the front end of the forks to transfer the workpiece, and the workpiece is not securely fastened.	驾驶叉车注意力不集中，未观察道路情况 Distracted while operating a forklift, failing to observe road conditions	雨雪天气未清除反光镜的水珠 Water droplets on the rearview mirror have not been cleared after rain or snow.
6		人为关闭叉车监控系统、驾驶叉车超车 Manually disabling the forklift monitoring system; driving the forklift to overtake other vehicles.	钢芯盘具放置时，两钢芯盘具未保证 10 公分以上安全距离 When placing steel core discs, the two steel core discs did not maintain a safety distance of at least 10 centimeters.	叉车加注燃油时地面未铺设保护措施（油污浸入地面） No protective measures were laid on the ground during forklift refueling (oil seeped into the ground).
7		叉车停止驾驶钥匙未拔除 The forklift was stopped but the ignition key was not removed.	叉车在颠簸路段未减速慢行 The forklift failed to slow down on the bumpy section of the road.	叉车驶出场外，未按照交规行驶 The forklift drove out of the yard without complying with traffic regulations.

序号 No.	适用岗位 Suitable Positions	A 类 Category A	B 类 Category B	C 类 Category C
1	电焊工 Electric Welder	采用滚动方式搬运气瓶 Transport gas cylinders using a rolling method	使用油手套开启气瓶阀门 Use oil gloves to open the cylinder valve.	未佩戴防尘口罩 Not wearing a dust mask
2		现场存在易燃物的设备、地沟未进行隔离保护 Equipment and trenches containing flammable materials at the site have not been isolated and protected.	未检查电焊机安全状态，焊把线破损 Failure to inspect the safety condition of the welding machine; damaged welding cable.	作业结束电焊条未及时取下 Welding rods were not removed promptly after the task was completed.
3		现场未配置灭火器等消防设施 No fire extinguishers or other firefighting equipment were installed on site.	气瓶安全附件损坏或老化未更换（压力表、防回火阀） Damaged or aged cylinder safety accessories not replaced (pressure gauge, flashback arrestor)	道路上临时焊接未设隔离防护 Temporary welding on the roadway without isolation barriers
4		未佩戴防光面罩或眼镜 Not wearing a protective face shield or goggles	气瓶间距不符合（氧气与丙烷 ≥5 米，气瓶距火源 ≥10 米） Cylinder spacing does not comply (oxygen and propane cylinders ≥5 meters apart; cylinders ≥10 meters from ignition sources)	未确认残火熄灭后离开现场 Do not leave the scene until all residual fires have been extinguished.

序号 No.	适用岗位 Suitable Positions	A 类 Category A	B 类 Category B	C 类 Category C
1	高压/低	未佩戴安全帽、绝缘鞋作业 Working without wearing a safety	使用不合格的绝缘工具 Using non-compliant insulated	接线杂乱无章 Wiring is a tangled mess

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

	压电工	helmet and insulated shoes	tools	
2	High/Low Voltage	在值班期间长时间睡岗 Sleeping on the job for extended periods during duty hours	维修完毕电柜门未关闭到位 After maintenance, the electrical cabinet door was not fully closed.	/
3	Electrician	维修电路未测量线路是否有电 When repairing circuits, do not measure whether the circuit is energized.	电缆放置杂乱无章 Cables are placed in a disorderly manner.	/
4		未断电操作电气设备 Operating electrical equipment without disconnecting the power supply	使用未校准的测试仪器 Using uncalibrated test equipment	/

序号 No.	适用岗位 Suitable Positions	A 类 Category A	B 类 Category B	C 类 Category C
1	打包工 Packing	盖缸运行时未使用防护面罩 The protective cover was not used during the operation of the pot.	吊运时将手放在挂钩中 When hoisting, place your hand in the hook.	油漆使用后未放入防爆柜 The paint was not stored in the explosion-proof cabinet after use.
2	worker	使用打包机切废缆 Using a baler to cut waste cables	盖缸运行时打包机周围站人 Do not stand near the baler when the cylinder is in operation.	/

序号 No.	适用岗位 Suitable Positions	A 类 Category A	B 类 Category B	C 类 Category C
1		使用敲击用具时未有效佩戴防 护眼罩或防护面罩 Failure to wear protective eyewear or a face shield when using striking tools	双人配合作业时因沟通不充分, 步调不一致 Inadequate communication and lack of coordination during pair programming	在空压机间、工具橱长时间逗留 Prolonged stays in the air compressor room and tool cabinet
2	机修工 Machine Repairman	角磨机打磨时或者敲击未佩戴 防护眼镜 When grinding or striking with an angle grinder, do not wear protective eyewear.	维修过程中工器具未放置到工 具包或未放置地面 Tools were not placed in the tool bag or on the ground during maintenance.	维修结束后工具器遗留在现场 Tools left behind at the site after maintenance completion
3		未断电操作电气设备 Operating electrical equipment without disconnecting the power supply	敲击开始前未识别周边情况 Failure to assess the surrounding environment before initiating the strike	/
4		维修保养责任者未紧固螺丝 The maintenance personnel failed	从侧面敲击工件 Tap the workpiece from the side	/

	文件汇编	文件编号 Document code:
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社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System		共 169 页 Total 169

序号 No.	适用岗位 Suitable Positions	A 类 Category A	B 类 Category B	C 类 Category C
1		使用砂轮机未佩戴防护用具 Using a grinder without wearing protective equipment	站在正面砂轮机正面磨削 Face grinding on a vertical grinding wheel machine	砂轮片出现裂纹、变形仍在使用 Grinding wheels with cracks or deformation are still in use.
2	模具工 Mold Maker	手持工件打磨（角磨机） Handheld Workpiece Grinding (Angle Grinder)	/	加工的工件随意放置 Workpieces are placed randomly during processing.
3		使用车床时佩戴纱手套 Wear cotton gloves when operating a lathe.	煤油敞口未进行密封处理 The kerosene opening has not been sealed.	煤油使用后未放在防爆柜 Kerosene was not stored in an explosion-proof cabinet after use.

六、相关文件

VI.Related documents

《惩戒性措施控制程序》 ZTTHRC-SR02-ZJB-008

Disciplinary Action Control Procedure ZTTHRC-SR02-ZJB-008


《日常管理奖惩制度》 ZTTHRC-SR03-RLZY-001

Daily Management Reward and Punishment System ZTTHRC-SR03-RLZY-001

七、相关记录

VII.Related records

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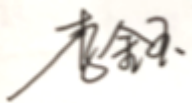
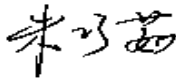
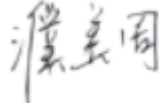
	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 内部公开文件 Total 109

Regulations on Employee Working Hours, Wages, and Overtime Management

员工工时工资及加班管理规定办法

编号：ZTTHRC-SR03-RLZY-002




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中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025年12月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

员工工时工资及加班管理规定办法

Regulations on Employee Working Hours, Wages, and Overtime Management

一、目的

I.Purpose

为规范本厂工资支付、工时管理及加班审批流程，保障员工劳动报酬权、休息休假权等合法权益，根据《中华人民共和国劳动法》《中华人民共和国合同法》《江苏省工资支付条例》《工资支付暂行规定》等相关法律法规及地方规定，结合本厂（江苏中天科技股份有限公司耐热导线工厂,以下简称本厂）生产经营实际要求，制定本制度。

To standardize the wage payment, working hours management, and overtime approval processes at this factory, and to safeguard employees' lawful rights and interests including remuneration and rest/leave entitlements, this system is established in accordance with relevant laws, regulations, and local provisions such as the Labor Law of the People's Republic of China, the Labor Contract Law of the People's Republic of China, the Jiangsu Province Wage Payment Regulations, and the Provisional Regulations on Wage Payment. It is formulated based on the actual production and operational requirements of this factory (Jiangsu Zhongtian Technology Co., Ltd. Heat-Resistant Wire Factory, hereinafter referred to as “this factory”).

二、范围

II.Scope

本制度适用于江苏中天科技股份有限公司耐热导线工厂（以下简称“本厂”）全体在职员工（含试用期员工、劳务派遣员工）。

This policy applies to all current employees (including probationary employees and dispatched workers) of the Heat-Resistant Wire Factory of Jiangsu Zhongtian Technology Co., Ltd. (hereinafter referred to as “the Factory”).

三、术语和定义


III.Terminology and definition

/

四、职责和权限

IV.Responsibilities

（一）人力资源部负责根据法律法规与相关标准的变化及时调整本制度规定，负责记录非

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

一线人员的考勤，负责按相关制度规定处理投诉和回应疑问、负责组织培训宣贯此制度；

(I) The Human Resources Department is responsible for promptly updating this policy in accordance with changes in laws, regulations, and relevant standards. It is responsible for recording the attendance of non-frontline personnel, handling complaints and responding to inquiries in accordance with relevant policies, and organizing training sessions to disseminate this policy.

(二) 考核部负责记录一线人员的考勤；并回应员工关于工资计算的困惑。

(II) The Assessment Department is responsible for recording frontline staff attendance and addressing employee inquiries regarding payroll calculations.

五、制度

V.System

(一) 基本原则

(I) Basic Principles

1、合法合规原则：严格遵守国家法律法规及地方相关规定，保障员工法定权益；

1. Legal and Compliance Principle: Strictly adhere to national laws and regulations as well as relevant local provisions to safeguard employees' statutory rights and interests.

2、公平公正原则：工资分配遵循按劳分配、同工同酬，工时及加班管理统一标准、公开透明；

2. Principle of Fairness and Impartiality: Wage distribution adheres to the principle of distribution according to work, with equal pay for equal work. Working hours and overtime management follow unified standards and are conducted in a transparent and open manner.

3、权益保障原则：优先保障员工休息休假权利，加班需严格审批，加班报酬足额及时支付。

3. Principle of Rights Protection: Prioritize safeguarding employees' rights to rest and vacation. Overtime work requires strict approval procedures, and overtime compensation must be paid in full and on time.

(二) 正常作息时间

(II) Normal routine

1、作息时间

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

1. Work schedule

分类	作息安排	时间段			备注
非一线人员	/	上午	08:00	11:30	11:30到13:00为就餐休息时间
		下午	13:00	17:30	
一线员工	三班倒	早 7:15-15:15	中 15:15-23:15	夜 23:15-7:15	早班用餐时间为10:30左右; 中班为17:30左右; 夜班为22:30左右
		上午	08:00	11:30	
	长白班	下午	13:00	17:30	

Category	Schedule Arrangement	Time Slot			Remarks
Non-Frontline Staff	/	Morning	08:00	11:30	Lunch break is from 11:30 a.m. to 1:00 p.m.
		Afternoon	13:00	17:30	
Frontline Staff	Three-Shift System	Morning: 7:15-15:15	Midday: 15:15-23:15	Midnight: 23:15-7:15	Breakfast is served around 10:30 AM; Lunch is served around 5:30 PM; Dinner is served around 10:30 PM.
		Morning	08:00	11:30	
	Day Shift Only	Afternoon	13:00	17:30	

2、打卡规定

2.Clock-in Regulations


所有员工须使用公司指定的考勤设备完成打卡。

非一线人员：每日须打卡四次，即上午上班、上午下班、下午上班及下午下班各一次。

一线人员：三班倒人员每日须打卡两次，即上班与下班时各一次。长白班人员每日打卡四次，即上午上班、上午下班、下午上班及下午下班各一次。

具体打卡有效时间区间由人力资源部根据各岗位班次时间，在考勤系统中设定并执行。

All employees must complete clock-in/out procedures using the company-designated attendance devices.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

Non-frontline employees: Must clock in and out four times daily: at the start and end of the morning shift, and at the start and end of the afternoon shift.

Frontline employees: Employees on Three-shift Rotation: Required to clock in twice a day — once at the start and once at the end of each shift. Employees on Day Shift (Fixed Daytime Hours): Required to clock in four times a day — respectively at the start and end of the morning work session, and at the start and end of the afternoon work session.

Specific valid time intervals for clocking in and out will be defined and managed by the Human Resources Department in the attendance system, based on the corresponding shift schedules for each position.

(三) 工时管理

(II) Working Hours Management

1、工时制度类型


1. Types of Working Hours Systems

本厂根据生产业务特点（连续生产、订单周期性等），对不同岗位实行相应工时制度，具体分为：

Based on the characteristics of production operations (continuous production, order cyclicity, etc.), this factory implements corresponding working hours systems for different positions, specifically categorized as follows:

(1) 标准工时制：每日工作时间不超过8小时，每周工作时间不超过40小时，每周至少休息1日。适用于行政、财务、人力资源、研发设计等管理及技术类岗位及常规生产岗位。本厂在不加班的情况下，一般为周一到周五每天工作八小时，周末休息，即便在加班的情况，每工作六天也保证至少有一天休息，且每月加班不得超过36小时。

(1) Standard Working Hours System: Daily working hours shall not exceed 8 hours, weekly working hours shall not exceed 40 hours, with at least 1 rest day per week. This system applies to management, technical positions such as administration, finance, human resources, R&D & design, as well as regular production positions. The factory operates on an eight-hour workday Monday through Friday without overtime, with weekends off. Even when overtime is required, employees are guaranteed at least one day off after every six days worked, and monthly overtime hours must not exceed 36 hours.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

(2) 不定时工作制：针对高层管理人员、外勤销售及技术服务人员等无法按标准工时衡量工作时间的岗位，经南通市劳动行政部门审批后实行，不计算加班时间，保障员工合理休息权益；特殊工时制有效期满前一个月，如需继续实行需重新申请审批。

(2) Irregular Working Hours System: Implemented for positions where working hours cannot be measured by the standard system, such as senior management, field sales, and technical service personnel, subject to approval by the Nantong Municipal Labor Administration Department. Overtime hours are not calculated, and employees' reasonable rest rights are protected. If continuation is required one month before the expiry of the special working hours system's validity period, re-application and approval are necessary.

2、考勤管理


2. Attendance Management

(1) 一线员工考勤由考核部记录，非一线员工考勤由人力资源部记录，且至少应存档一年。考勤记录应准确如实填写清楚，不得弄虚作假，所附的各类假单或流程应及时、完整、有效。考勤可以使用公示、邮箱或短信等方式与员工核对，员工如有异议应在收到后5日内书面提出，否则视为无异议。

(1) Attendance records for frontline employees are maintained by the Performance Evaluation Department, while those for non-frontline employees are managed by the Human Resources Department. All records must be retained for at least one year. All attendance records must be completed accurately and truthfully without falsification. Any attached leave requests or approval processes must be timely, complete, and valid. Attendance records may be verified with employees via public notice, email, or SMS. Employees must submit written objections within five days of receipt; failure to do so constitutes acceptance of the records.

(2) 每一位员工必须严格遵守公司考勤制度，按照规定班次正常上班，如不能上班者，必须履行请假手续，经批准后方可休假。如果员工需要休假，请提前做好好工作计划；各种假期必须按规定的审批权限和程序办理请假手续，并按批准时限使用。凡未请假、请假未批准、假期已满未续假而没有到岗上班者，均按旷工处理。

(2) Every employee must strictly comply with the company's attendance system, work normal shifts as scheduled. If unable to work, employees must complete leave request procedures; leave is only permitted upon approval. Employees needing leave should arrange their work plans in advance. Various types of leave must follow the prescribed approval authorities and procedures, and be used

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

within the approved time limit. Failure to report for work without requesting leave, with leave unapproved, or without extending leave after its expiry, will be treated as absenteeism.

(3) 公司内部借调人员，由借入部门或车间记录考勤，每月向借出部门或车间出具考勤记录与确认痕迹。

(3) For personnel on internal secondment, attendance is recorded by the borrowing department or workshop, which shall provide the lending department or workshop with attendance records and confirmation evidence monthly.

(4) 门卫等外包人员的考勤由考核部负责收集复印件或其他形式的记录并进行监控。

(4) The Attendance Department is responsible for collecting copies or other forms of records and monitoring the attendance of outsourced personnel such as security guards.

3、休息休假保障


3. Rest and Leave Protection

(1) 法定节假日：员工依法享有元旦（1天）、春节（4天）、清明节（1天）、劳动节（2天）、端午节（1天）、中秋节（1天）、国庆节（3天）的法定节假日，共计13天，女性员工额外享有妇女节的半天节假日，14周岁以上的青年五四劳动节放假半天；假期期间正常支付工资；

(1) Statutory Holidays: Employees are entitled to the following statutory holidays in accordance with the law: New Year's Day (1 day), Spring Festival (4 days), Qingming Festival (1 day), Labor Day (2 days), Dragon Boat Festival (1 day), Mid-Autumn Festival (1 day), and National Day (3 days), totaling 13 days. Female employees additionally receive a half-day holiday for Women's Day. Youth aged 14 and above receive a half-day holiday for May Fourth Youth Day. Wages are paid as normal during holiday periods.

(2) 带薪年假：员工连续工作满1年不满10年的，年休假5天；满10年不满20年的，年休假10天；满20年的，年休假15天。年休假可由员工申请或工厂统筹安排，确因工作需要无法安排休假的，需与员工协商一致，按规定支付未休年休假工资；

(2) Paid Annual Leave: Employees who have worked continuously for at least 1 year but less than 10 years are entitled to 5 days of annual leave; for at least 10 years but less than 20 years, 10 days; for 20 years or more, 15 days. Annual leave may be applied for by employees or arranged by the factory. If leave cannot be arranged due to work requirements, consensus must be reached with the employee, and wages for untaken annual leave shall be paid as stipulated.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

(3) 其他休假：员工依法享有婚假、产假、陪产假、丧假、病假等假期，相关待遇按国家及地方规定执行。

(3) Other Leaves: Employees are entitled to leaves such as marriage leave, maternity leave, paternity leave, bereavement leave and sick leave in accordance with the law. Relevant benefits are implemented according to national and local regulations.

(四) 加班管理

(IV) Overtime Management

1、加班审批流程

1. Overtime Approval Process

(1) 加班前提：因生产经营需要确需安排员工加班的，需优先保障员工休息权利，不得强制加班。员工自愿加班的，也需履行加班申请审批程序；

(1) Prerequisite for Overtime: Arranging overtime for employees due to genuine production and operational needs must prioritize protecting employees' right to rest; forced overtime is prohibited. Even for voluntary overtime, the overtime application and approval procedure must be followed.


(2) 审批步骤：部门主管提前填写《加班申请单》，注明加班事由、加班人员、加班时间（起止时间），经人力资源部审核，部门负责人、工厂负责人批准后，方可安排加班。(2) Approval Steps: Department supervisors shall fill out the "Overtime Application Form" in advance, specifying the reason, personnel, and duration (start and end times) of overtime. Overtime can only be arranged upon review by the Human Resources Department and approval by the department head and factory head.

(3) 禁止性规定：严禁安排未成年工、孕期及哺乳期女职工加班；标准工时制员工每周加班不得超过12小时，每月加班时间不得超过36小时。

(3) Prohibitions: It is strictly prohibited to require minor employees or female employees who are pregnant or breastfeeding to work overtime. Employees on a standard workweek schedule may not work more than 12 hours of overtime per week or more than 36 hours of overtime per month.

2、加班认定

2. Overtime Recognition

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

(1) 经审批的正常工作时间外的工作时长计入加班时间，具体包括：工作日延长工作时间的、休息日工作且无法安排补休的、法定节假日工作的；

(1) Work hours outside normal working hours, upon approval, are counted as overtime. This specifically includes: extended work hours on workdays; work on rest days where compensatory time-off cannot be arranged; work on statutory holidays.

(2) 下列情形不计入加班：员工自愿延长工作时间但未申请的、在工作时间内的休息调整时间、用餐时间。

(2) The following situations are not counted as overtime: employees voluntarily extending work hours without applying; rest adjustment time within working hours; meal times.

3、加班补偿方式

3. Overtime Compensation Methods

(1) 补休：休息日加班的，工厂优先安排员工在1个月内补休，补休时间与加班时间对等；

(1) Compensatory Time-off: For overtime on rest days, the factory shall prioritize arranging compensatory time-off for employees within one month, with the compensatory time equal to the overtime duration.


(2) 加班工资：无法安排补休的，按以下标准支付加班工资：工作日加班，支付不低于本人工资标准的150%的工资报酬；休息日加班，支付不低于本人日或小时工资标准的200%的工资报酬；法定节假日加班，支付不低于本人日或小时工资标准的300%的工资报酬。

(2) Overtime Pay: If compensatory time-off cannot be arranged, overtime pay shall be paid according to the following standards: for overtime on workdays, not less than 150% of the employee's wage rate; for overtime on rest days, not less than 200% of the employee's daily or hourly wage rate; for overtime on statutory holidays, not less than 300% of the employee's daily or hourly wage rate.

(五) 工资管理

(V) Wage Management

1、员工工资由基本工资、节假日工资、岗位津贴、满勤奖、高温补贴、加班工资及年假工资组成。具体构成及标准在劳动合同中明确约定。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

1. Employee wages consist of basic salary, holiday pay, position allowance, perfect attendance bonus, high-temperature subsidy, overtime pay, and annual leave pay. The specific components and standards are clearly stipulated in the labor contract.

2、工资支付标准

2. Wage Payment Standards

(1) 本厂工资构成为：基本工资+加班工资+有薪假工资（如有前文所述的节假日）+岗位津贴+全勤奖（需满足全勤）+其他补贴（降温费等）。

(1)The wage structure at our factory consists of: base salary + overtime pay + paid holiday wages (for the aforementioned public holidays) + position allowance + perfect attendance bonus (requires full attendance) + other subsidies (such as heat allowance).

(2) 基本工资不低于如东县最低工资标准（本厂所在区域执行江苏省二类地区标准：月最低工资2430元）；且不得低于根据当地生活水平计算出的生活工资。


(2) The basic salary shall not be lower than the minimum wage standard of Rudong County (this factory implements the standard for Category II areas: a monthly minimum wage of 2430 RMB), and shall not be less than the living wage calculated based on the local standard of living.

(3) 岗位工资根据岗位等级、职责难度、技能要求确定，其中生产关键岗位、技术岗位可适当提高岗位工资标准，按照30、40、65、70四个标准发放岗位津贴。

(3) Position salary is determined based on job grade, responsibility difficulty, and skill requirements. Key production positions and technical positions may have appropriately higher position salary standards. Position allowances are paid according to four standards: 30, 40, 65, and 70.

(4) 津贴补贴按国家、江苏省及本厂相关规定发放：a)高温津贴：每年6-9月，对安排在35℃以上（含35℃）高温天气从事室外露天作业或无法采取有效措施将工作场所温度降低到33℃以下（不含33℃）的岗位员工发放，标准为每月300元，纳入工资总额发放，不冲抵防暑降温用品费用，不因此降低员工工资；b)其他津贴：根据岗位需求发放餐补，具体标准另行制定。

(4) Allowances and subsidies are paid according to relevant national, Jiangsu Provincial, and this factory's regulations: a) High-Temperature Allowance: From June to September each year, provided to employees assigned to work outdoors in weather of 35°C (inclusive) or above, or in workplaces where effective measures cannot reduce the temperature below 33°C (exclusive). The standard is 300 RMB per month, included in the total wage payment, and does not offset the cost of heatstroke prevention

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

supplies nor reduce employee wages; b) Other Allowances: Meal subsidies are provided based on position requirements, with specific standards to be formulated separately.

3、工资支付周期及方式

3. Wage Payment Cycle and Method

(1) 支付周期: 本厂实行按月支付工资, 每月15日(遇法定节假日或休息日提前至最近工作日)支付上月工资, 符合《江苏省工资支付条例》关于工资支付周期及日期的要求;

(1) Payment Cycle: This factory implements monthly wage payment. Wages for the previous month are paid on the 15th of each month (advanced to the nearest working day in case of statutory holidays or rest days), complying with the requirements of the "Jiangsu Province Wage Payment Regulations" regarding wage payment cycles and dates.

(2) 支付方式: 通过银行转账方式足额支付至员工个人指定银行账户, 同时向员工提供工资清单, 明确工资构成、加班工资、依法代扣款项等明细, 员工有权查询和核对本人工资; 工资一般情况下仅限员工本人领取、不得由他人代为领取。

(2) Payment Method: Wages are paid in full via bank transfer to the employee's designated personal bank account. A detailed payslip is provided simultaneously, clearly showing wage components, overtime pay, legally withheld items, etc. Employees have the right to inquire and verify their own wages. Wages shall generally be collected only by the employee themselves and may not be collected by others on their behalf.

(3) 特殊情况: a)员工离职的, 工厂在解除或终止劳动关系的当天一次性付清其工资, 但是双方另有约定的除外; b)员工产假、病假等假期期间的工资, 按国家、江苏省及南通市相关规定标准支付。

(3) Special Circumstances: a) Upon an employee's resignation, the factory shall pay the employee's wages in a lump sum on the day the employment relationship is terminated or dissolved, unless otherwise agreed upon by both parties; b) Wages during employee leaves such as maternity leave or sick leave shall be paid according to the standards stipulated by national, Jiangsu Provincial, and Nantong Municipal regulations.

4、工资扣款管理

4. Wage Deduction Management

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

(1) 合法扣款：a)因员工个人原因造成工厂较大经济损失的，可按劳动合同约定从工资中扣除一定赔偿费用，每月扣除金额不超过员工当月应发工资的20%，扣除后剩余工资不低于南通市最低工资标准；b)依法代扣代缴个人所得税、社会保险费、住房公积金等；

(1) Lawful Deductions: a) If an employee causes significant economic loss to the factory due to personal reasons, a certain compensation amount may be deducted from the wage as stipulated in the labor contract. The monthly deduction shall not exceed 20% of the employee's wage payable for that month, and the remaining wage after deduction shall not be lower than the Nantong Municipal minimum wage standard; b) Statutory withholdings such as individual income tax, social insurance contributions, and housing provident fund.

(2) 禁止性规定：严禁无正当理由克扣员工工资，不得因员工提出申诉、举报等维权行为扣减工资；不得用实物、有价证券等形式替代货币支付工资。

(2) Prohibitive Stipulations: Unreasonably withholding employee wages is strictly prohibited. Wages shall not be deducted due to employees raising complaints, reports, or other rights protection actions. Wages shall not be paid in the form of goods, securities, etc., in lieu of monetary payment.

5、门卫等外包人员的工资由考核部负责收集复印件或其他形式的记录并进行监控。

5. The Assessment Department is responsible for collecting copies or other forms of records regarding the wages of outsourced personnel such as security guards and monitoring them.

(六) 监督与申诉

(VI) Supervision and Complaint

1、监督检查


1. Supervision and Inspection

(1) 人力资源部每月对工资支付、考勤记录、加班申请审批等情况进行核查，确保制度执行合规；

(1) The Human Resources Department conducts monthly reviews of wage payments, attendance records, overtime application approvals, etc., to ensure compliance with the system.

(2) 工厂设立反馈渠道（如意见箱、反馈邮箱、专线电话等），接受员工对工资工时及加班管理的监督和意见建议，人力资源部对反馈问题及时核查处理并回复。

(2) The factory establishes feedback channels (e.g., suggestion box, feedback email, dedicated phone line) to accept employee supervision, opinions, and suggestions regarding wage, working hours,

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

and overtime management. The Human Resources Department promptly investigates, handles, and responds to feedback issues.

2、申诉处理

2. Complaint Handling

员工对工资核算、工时统计、加班认定及补偿等有异议的，可在收到工资条或知晓相关事项后10个工作日内，向人力资源部提交《申诉申请书》，说明申诉事由及诉求。人力资源部在收到申诉后5个工作日内组织核查，形成核查报告并与员工沟通；员工对核查结果仍有异议的，可按《内外部申诉沟通程序》向上级单位或相关部门申诉。

Employees who have objections regarding wage calculation, working hours statistics, overtime recognition, or compensation may submit a "Complaint Application Form" to the Human Resources Department within 10 working days after receiving the payslip or becoming aware of the relevant matter, stating the reason for the complaint and their request. The Human Resources Department shall organize an investigation within 5 working days of receiving the complaint, produce an investigation report, and communicate with the employee. If the employee still disagrees with the investigation result, they may lodge a complaint with the superior unit or relevant department according to the "Internal and External Complaint Communication Procedures."

（七）附则

(VII) Supplementary Provisions

1、制度宣贯

1. System Promotion


由人力资源部组织全员培训宣贯，确保每位员工知晓制度内容；新员工入职培训需包含本制度相关内容。

The Human Resources Department organizes training and promotion for all employees to ensure every employee is aware of the system content. New employee onboarding training must include relevant content of this system.

2、制度修订

2. System Revision

本制度根据国家法律法规更新及本厂生产经营变化适时修订，修订后需重新公示并组织培训。修订过程中充分听取员工意见，保障员工参与权。

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

This system shall be revised in a timely manner based on updates to national laws and regulations and changes in this factory's production and operations. After revision, it must be re-publicized and training organized. Employee opinions shall be fully heard during the revision process to protect employees' right to participate.

3、冲突处理

3. Conflict Resolution

本制度与国家法律法规、地方相关规定冲突的，以法律法规及地方规定为准；与劳动合同约定不一致的，优先适用更有利于员工的条款。

In case of conflict between this system and national laws, regulations, or local relevant regulations, the laws, regulations, and local regulations shall prevail. In case of inconsistency with the labor contract stipulations, the clause more favorable to the employee shall apply preferentially.

4、解释权

4. Power of Interpretation

本制度由人力资源部负责解释。

The Human Resources Department is responsible for interpreting this system.

本制度未尽事项，由公司人力资源部通过员工合理化建议等途径负责协调解决。

Matters not covered in this system shall be coordinated and resolved by the company's Human Resources Department through channels such as employee reasonable suggestions.

六、相关文件

VI.Related documents

/

七、相关记录

VII.Related records

/

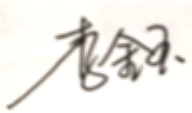
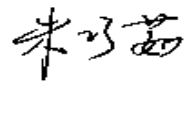
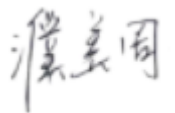
	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

Employee Mental Health Management System

保障员工心理健康管理制度

编号：ZTTHRC-SR03-RLZY-004




项目 \ 名称	编制	审核	批准
签字			
日期	2025.12.30	2025.12.30	2025.12.30

文件会签栏	
部门	数字化部、技术部、生产部、设备部、质量部、考核部、市场部、采购部
签署	陈培培、曹天垚、王冠聪、李亚鹏、单小龙、徐维维、王俊明、冯云飞

中天科技耐热导线工厂

Zhongtian Technology Heat Resistant Conductor Factory

2025 年 12 月

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

保障员工心理健康管理制度

一、目的

I.Purpose

为营造积极健康的工作环境，关注员工工作场所压力及心理健康状况，提升员工幸福感与工作效率，特制定本制度。通过一系列切实可行的行动，展现公司对员工身心健康的重视，构建和谐稳定的员工关系。

This system has been established to foster a positive and healthy work environment, address workplace stress and mental health concerns among employees, and enhance employee well-being and productivity. Through a series of practical measures, the company aims to demonstrate its commitment to the physical and mental well-being of its employees and to build harmonious and stable employee relations.

二、适用范围

II.Scope

适用于工厂的全体员工。


Applies to all employees at the factory.

三、压力与心理健康监测

III. Stress and Mental Health Monitoring

(一) 定期评估：每季度开展一次员工心理健康与工作压力自我评估问卷调查。问卷内容涵盖工作负荷、人际关系、职业发展困惑、生活与工作平衡等方面，通过量化评分了解员工压力水平及心理健康状态。同时，设置开放性问题的，让员工可详细阐述面临的具体压力源及心理困扰。

(1) Regular Assessments: A quarterly self-assessment survey on employee mental health and work-related stress is conducted. The survey covers areas such as workload, interpersonal relationships, career development concerns, and work-life balance, using a quantitative scoring system to gauge employees' stress levels and mental health status. Additionally, open-ended questions are included to allow employees to describe in detail the specific sources of stress and psychological distress they are facing.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

(二) 观察与反馈：部门主管需密切观察员工日常工作表现，如工作效率显著下降、情绪波动大、频繁请假等异常情况，及时与员工沟通，了解背后原因。鼓励同事之间相互关心，若发现异常也可向人力资源部门或上级反馈。

(2) Observation and Feedback: Department managers should closely monitor employees' daily work performance. If any unusual circumstances arise—such as a significant drop in productivity, extreme mood swings, or frequent absences—they should promptly communicate with the employee to understand the underlying reasons. Colleagues are encouraged to look out for one another; if they notice anything unusual, they should also report it to the Human Resources department or their supervisor.

四、压力管理培训与教育

IV. Stress Management Training and Education


(一) 培训课程设置：每年组织不少于两次的压力管理与心理健康培训课程。邀请专业心理咨询师授课，内容包括压力识别与应对技巧、情绪管理方法、时间管理策略等。培训形式多样化，包括课堂讲授、案例分析、小组讨论、情景模拟等，增强培训的趣味性与实用性。

(1) Training Program Structure: We organize at least two stress management and mental health training sessions each year. Professional counselors are invited to lead these sessions, which cover topics such as stress identification and coping techniques, emotional management methods, and time management strategies. The training takes various forms, including lectures, case studies, group discussions, and role-playing exercises, to enhance both engagement and practicality.

(二) 线上学习资源：在公司内部学习平台上，上传压力管理与心理健康相关的视频课程、文章资料等，供员工随时自主学习。定期推送心理健康小贴士、放松技巧等内容至员工邮箱或内部通讯软件，强化员工日常心理保健意识。

(2) Online Learning Resources: Upload video courses, articles, and other materials related to stress management and mental health to the company's internal learning platform, allowing employees to access them at any time for self-directed learning. Regularly send mental health tips, relaxation techniques, and other relevant content to employees' email inboxes or via internal messaging platforms to raise awareness of daily mental health practices.

五、工作环境与任务优化

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

V. Optimization of the Work Environment and Tasks

(一) 合理分配工作任务：各部门负责人根据员工工作能力、经验及特长，科学合理分配工作任务，避免工作负荷过重或不均衡。定期对工作任务进行评估与调整，确保每位员工的工作安排既具有挑战性又在可承受范围内。对于紧急或高强度项目，提前做好资源调配与人员支持计划。

(1) Allocate Work Tasks Reasonably: Department heads should allocate work tasks in a scientific and reasonable manner based on employees' capabilities, experience, and strengths, avoiding excessive or uneven workloads. Work tasks should be regularly evaluated and adjusted to ensure that each employee's workload is both challenging and manageable. For urgent or high-intensity projects, plans for resource allocation and personnel support should be prepared in advance.

(二) 优化办公环境：定期对办公场所进行优化升级，改善办公设施设备，确保工作空间舒适、整洁、明亮。合理规划办公区域，减少噪音干扰。设立专门的休息区域，配备舒适的

(2) Optimizing the Workplace Environment: Regularly upgrade and improve office facilities to ensure a comfortable, tidy, and well-lit workspace. Rationally plan office layouts to minimize noise disturbances. Designate dedicated rest areas equipped with comfortable amenities, such as recliners and massage chairs, to allow employees to relax during breaks. 休息设施，如躺椅、按摩椅等，方便员工在工作间隙放松身心。

六、心理咨询与辅导服务

VI. Psychological Counseling and Guidance Services

(一) 内部咨询团队：组建由经过专业培训的人力资源专员及内部志愿者构成的心理咨询团队。团队成员定期接受专业培训，提升心理咨询能力。员工可预约与咨询团队成员进行面对面或线上的一对一沟通，分享工作与生活中的困扰，获取专业建议与心理支持。

(1) In-House Counseling Team: Establish a counseling team composed of professionally trained HR specialists and in-house volunteers. Team members receive regular professional training to enhance their counseling skills. Employees may schedule one-on-one sessions—either in person or online—with team members to discuss work and personal concerns and receive professional advice and emotional support.

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

(二) 外部专业资源: 与专业心理咨询机构合作, 为员工提供免费的心理咨询热线服务。员工可随时拨打热线, 与专业心理咨询师进行匿名沟通。同时, 每年为员工提供一定次数的免费线下心理咨询服务, 员工可根据自身需求预约前往咨询机构接受服务。

(2) External Professional Resources: We partner with professional counseling agencies to provide employees with a free counseling hotline. Employees may call the hotline at any time to speak anonymously with a professional counselor. In addition, we offer employees a certain number of free in-person counseling sessions each year; employees may schedule appointments to visit the counseling agency based on their individual needs.

七、员工关怀与支持活动

VII. Employee Care and Support Initiatives

(一) 定期沟通交流: 每季度组织一次部门内部的员工座谈会, 让员工有机会分享工作感受、提出建议与需求。公司管理层不定期深入各部门, 与员工进行面对面交流, 了解员工工作状态与心理需求, 及时解决员工关心的问题。


(1) Regular Communication: We organize quarterly internal departmental employee forums to give employees the opportunity to share their work experiences and offer suggestions and feedback. Company management periodically visits various departments to engage in face-to-face conversations with employees, understand their work conditions and psychological needs, and promptly address their concerns.

(二) 团队建设活动: 每季度开展一次团队建设活动, 如户外拓展、主题团建、文化活动等。通过活动增强团队凝聚力, 促进员工之间的交流与合作, 缓解工作压力, 营造积极向上的团队氛围。

(2) Team-Building Activities: We conduct team-building activities once every quarter, such as outdoor team-building exercises, themed team-building events, and cultural activities. These activities strengthen team cohesion, foster communication and collaboration among employees, alleviate work-related stress, and cultivate a positive team atmosphere.

(三) 特殊时期关怀: 当员工遭遇重大生活事件(如亲人离世、重大疾病等)或工作挫折时, 公司及时提供物质与精神支持。人力资源部门与员工所在部门共同制定关怀计划, 如给予带薪假期、组织慰问、提供经济援助等, 帮助员工度过困难时期。

(3) Support During Difficult Times: When employees face major life events (such as the death of a loved one or a serious illness) or encounter setbacks at work, the company promptly provides both material and emotional support. The Human Resources Department

	文件汇编 Document Compilation	文件编号 Document code: ZTTHRC-SR0203
	社会责任管理体系程序与制度汇编 Compilation of Procedures and Policies for the Social Responsibility Management System	共 169 页 Total 169

collaborates with the employee's department to develop a support plan, which may include granting paid leave, organizing visits to offer condolences, or providing financial assistance, to help employees navigate these challenging times.

八、附则

VIII. Supplementary Provisions

本制度由人力资源部门负责解释和修订。本制度自发布之日起生效，如有与国家法律法规相抵触的条款，以国家法律法规为准。

The Human Resources Department shall be responsible for interpreting and revising these regulations. These regulations shall take effect on the date of issuance. In the event of any conflict between these regulations and national laws and regulations, the latter shall prevail.